



# SAFETY TIPS

## Auto Dealership Workplace Exposures

Retail auto dealerships have several potential workplace hazards that can cause serious injury to sales personnel, office personnel, service technicians, and auto body shop personnel. FFVA Mutual safety consultants can assist in evaluating these exposures and provide appropriate loss control recommendations to minimize workplace accidents.

### Auto Dealership Workplace Exposures

- Automobile accidents
- Back injuries
- Crushing injuries
- Hand injuries
- Repetitive motion injuries
- Respiratory problems
- Skin irritations
- Slips, trips, falls

### Developing a Loss Control Program

To successfully implement a workplace safety program, management must be willing to reduce and eliminate workplace injuries. There must be a 100% commitment from management to establish an effective injury-free work environment.

### Auto Sales Department Workplace Safety Tips

- Care should be when raising and lowering automobile hoods as there is a high potential for crushing and laceration type injuries to arms and hands.
- Golf carts and other vehicles traveling through rows of parked vehicles should treat each new row as an intersection. Vehicles should stop before proceeding.
- If golf carts are used to transport customers to sales lots, both feet should remain inside the golf cart.
- Parking lots containing new and used vehicles should be clear of potholes and uneven surfaces.
- Periodic inspection and repair of parking lots should be encouraged.
- Sales personnel must wear seat belts at all times while on a test drive.
- Sales personnel who accompany a customer on a test drive should select a highway with a low volume of traffic to reduce potential automobile accidents. Have a preplanned sales route consisting of right turns, if possible.

### Office Personnel Workplace Safety Tips

- All file drawers should be kept closed when not in use. Open file drawers can cause severe lacerations.
- Computer workstations should be inspected to ensure that monitors, keyboards, and chair adjustments match the physical characteristics of the employee to minimize repetitive motion and back strain injuries.
- Floor mats should be strategically placed inside a wet showroom floor to avoid slip and fall hazards.

- Floor mats that are curled or frayed should be removed to avoid trip and fall hazards.
- Office personnel should be encouraged to take short breaks and periodically look away from their computer monitors to reduce eye strain.
- Use a ladder or step stool to retrieve or store items located above your head.
- Wear closed-toe shoes - no sliders, sandals, flip flops.

### Auto Service Technicians Workplace Safety Tips

- All guards and tool rests should be in place and in proper working order on bench grinders.
- All hand tools should be inspected and checked for damage or worn surfaces.
- All service technicians should have a designated highway, which has a low volume of traffic, for test driving repaired vehicles.
- Manual lifting should never be performed if the object being lifted can be done mechanically with hoists or forklifts.
- Manual lifting suggestions include:
  - Check the weight of the object to be lifted first and determine if help is needed.
  - Place feet close to the object, bend knees and keep back straight.
  - Keep the load close to the body without twisting or turning.
  - Set the load down slowly, bending knees.
- No Smoking signs should be posted and enforced when using a parts cleaning tank.
- Portable powered hand tools should be inspected regularly for proper grounding and worn surfaces.
- Safety eyewear should be worn when working under vehicles mounted on a lift or jack stands.
- Safety eyewear should be worn when changing tires or using any pneumatic powered tool.
- Safety eyewear should be worn when sharpening tools on a bench grinder.
- When vehicle engines are running, ensure that exhaust fumes are properly ventilated to the outside.

### Hydraulic Lift Safety Tips

- Do not raise an occupied vehicle.
- Ensure proper lift pads are used for vehicles with undercoating.
- Manufacturer's recommendations for proper lift points and positioning of lift pads and arms should be reviewed and followed at all times.
- Only properly trained service technicians should position vehicle onto lift.
- Only trained personnel should be allowed to service the hydraulic lifts.
- Random walk-by inspections should be done by fellow service technicians (referred to as the "Buddy System").

### Auto Body Shop Workplace Safety Tips

- A disposable dust respirator should be worn when sanding or polishing vehicle body parts.
- A no smoking rule should be strictly enforced in the auto body shop and paint area including posted signs.
- All oxygen and acetylene cylinders should be properly chained to a wall with at least 30 feet of separation between cylinders. Protective caps should be on all unused cylinders.
- Body Shop personnel should be required to wear eye protection while welding, cutting, or grinding vehicle body parts.
- Body Shop personnel should wear the proper respirator or portable air supply when applying paints or primers to vehicles.

- Ensure all 55-gallon drums of flammable solvents and paints are properly grounded and bonded to prevent fire and explosion hazards from occurring. (Note: Proper grounding is attaching a ground wire to the drum and securing ground wire to metal ground of building.)
- Interior walls and ceilings of spray paint booths should have explosion proof lighting and wiring and proper exhaust ventilation.
- Paints, thinners, and solvents should be stored in fireproof cabinets. All containers should be properly labeled.
- Walls of spray paint booths should have at least a 30-minute fire rating.