

# Auto Body Repair Shop Health & Safety

## Keeping your Employees Safe



## How to protect your workers from workplace injury

Ontario's automotive sector straddles many sub sectors – auto dealerships, body shops, lubricators, tire dealers, auto recyclers, and other ancillary services. And each sub sector faces its own unique business challenges.

A common thread that runs across every single auto sector firm is the need to ensure there are no compromises when it comes to workplace health and safety. Here's why:

- Ministry of Labour fines and penalties levied for workplace health and safety violations have the potential to punch a big hole in your profitability
- Health and safety claims made to the Workplace Safety & Insurance Board (WSIB) could result in increased premiums
- Staff turnover due to workplace injuries adds to recruitment and training costs

The majority of business owners have realized that having an effective workplace health and safety program can help to save valuable resources. However, some still resist investing in health and safety due to the cost perception. What they don't take into account is that investing in prevention reduces overall costs – both direct and indirect, improves employee retention and reduces the likelihood of a visit by enforcement authorities or being selected for a health & safety audit.

The Occupational Health & Safety Act places the responsibility of protecting the health & safety of workers primarily on their employers and managers. What follows is a high-level overview of the process of identifying and addressing workplace hazards at vehicle sales & service firms.

### How to Identify Hazards

The first step in protecting your employees from hazards is to identify what hazards exist in your workplace. There are a number of ways to do this:

- ✓ Inspect the workplace
- ✓ Look at previous inspection reports
- ✓ Ask employees about what hazards they face
- ✓ Analyze the tasks in each job for hazards
- ✓ Look at injury, illness and first aid reports
- ✓ Review accident or incident reports
- ✓ Consult with the Joint Health & Safety Committee (JHSC) or Health & Safety Representative
- ✓ Review past minutes of the JHSC committee

*See the end of this document for a sample monthly inspection checklist for vehicle sales & service firms.*



You will probably need to use multiple sources in order to perform a thorough hazard identification. The chart below lists the major hazards

found in auto body and repair facilities (according to Ontario's Ministry of Labour):

#### Major Hazards

- Hoists
- Designated Substances e.g. Isocyanates
- Dispensing and storage of flammable and combustible liquids
- Bonding and grounding
- Sandblasting
- Compressed gas
- Driving
- Availability and use of Personal Protective Equipment
- Chemical Hazards
- Storage of waste paint/solvents
- Explosions due to cross mixing of solvent and waterborne waste streams



## How to Assess the Significance of Hazards

Not all hazards are created equal. Some may be minor or very unlikely to occur. Others may be very likely to occur or have serious consequences.

Once you have identified all the hazards in your workplace, use OSSA's Workplace Hazard Analysis Form (included at the end of this document) to rank them as high, medium or low. The form will help you to give each hazard a risk rating. A risk rating takes into account the probability of a hazard causing an accident and the severity of the consequences should an accident occur. The ranking will tell you which hazards to address first.

## How to Address Significant Hazards

Starting with your highest ranked hazards, look for ways to eliminate or control them. Hazard controls are measures or barriers designed to eliminate or reduce the risk of exposure to the hazard. Some examples of hazard controls:

- Keeping floors clean and free from grease, water or wires running across floors and walkways. Uneven floors should ideally be marked.
- Training employees on safe lifting and carrying techniques (trays, boxes)
- Personal Protective Equipment (PPE) such as gloves, goggles, or masks
- Guards to protect employees from a machine's blade or moving part
- A procedure that outlines how to perform a task safely

Hazards can be controlled in one of three locations; at the source, along the path, or at the worker.

**At the source** refers to eliminating the hazard entirely. This is the ideal method of control.

**Along the path** refers to the flow of materials and processes through the workplace. A control along the path would place a barrier between the employee and the hazard.

**At the worker** refers to a means of protecting the employee from the hazard. This includes Personal Protective Equipment (PPE) such as gloves, goggles, or masks. A control at the worker is the least effective and should be a last resort.

When you address hazards, also make sure to take into account the legislation and best practices that apply to that hazard.

## How to Put Controls into Action

The final step in protecting employees from hazards is to implement your controls. For each hazard, write an action plan to outline what actions will be taken to control it. Assign someone to be responsible for each action, and a date for completing it. Make sure the action steps are achievable and the timeframes are realistic.

Your plan should include informing employees about how the hazard will be addressed, or training them on how to deal safely with the hazard. After the plan is implemented, follow up to make sure that the controls are successful.



## For further detail on hazards, consult these OSSA resources

- Identifying and Dealing with Hazards (training session)
- SafeWork – a subscription-based online resource for small and medium-sized businesses
- Certification Part II Hazard Training (Available for many different hazards that are common to the vehicle sales & service industry. Can be done in class or as a self-paced module.)
- Workplace Inspections (guide)

# Monthly Auto Body Repair Shop Inspection Form

Name of person conducting inspection: \_\_\_\_\_

Name of business: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

<b>PAINT BOOTH</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are workers educated on the hazards associated with the paints in the shop?			
Is all painting done in the paint booth?			
Are booth filters inspected and replaced at regular intervals?			
Are there written standard operating procedures for the selection and use of respirators?			
Are employees instructed on the correct usage and limitations of the respirators?			
Are respirators regularly inspected, cleaned, sanitized, and maintained?			
Are spray guns cleaned and regularly maintained?			
Are workers taking part in the medical surveillance program when Isocyanate based paints are used?			
Are defective spray guns immediately taken out of service and repaired or replaced as appropriate?			
Do workers wash their hands before eating, drinking or smoking?			
Are work clothes placed in the laundry bins provided prior to leaving work?			
Are hazard warning signs posted?			
Are Air Feed Compressors properly maintained and serviced?			
Is there an adequate written control program and training on the use, care, selection and maintenance of PPE?			
<b>ACTION REQUIRED:</b>			

<b>PAINT STORAGE AND HANDLING AREA</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are paint containers stored in the flammable storage cabinet or room?			
Are all sources of ignition removed from the paint booth and storage area?			
Are containers and dispensing equipment bonded and grounded?			
Have safework procedures based on manufacturer's instructions been established?			
Are workers trained in the hazards of chemicals and in procedures for their safe use, spill clean up and disposal?			
Is the ventilation system regularly inspected and properly maintained?			
Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?			
Are procedures in place to prevent cross contamination between solvent based and waterborne based paints?			
Are all paint and solvent containers properly labeled?			
Do storage rooms have explosion-proof lights and adequate ventilation?			
Are spills of flammable or combustible liquids cleaned up promptly?			
<b>ACTION REQUIRED:</b>			

<b>PREP STATIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are paint booth filters inspected and replaced at regular intervals?			
Are workers educated on the chemical hazards associated with sanding and filling materials?			
Are there written standard operating procedures for the selection and use of masks and respirators?			
Are dust vacuum systems serviced and maintained properly?			
Are all warning signs for hazards, PPE and safe procedures posted in the area?			
<b>ACTION REQUIRED:</b>			

<b>REPAIR AREAS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are workers educated on the hazards associated with hoists, jacks and frame straighteners?			
Are machines located to provide operators with sufficient space to work safely?			
Are safe work procedures in place and followed for all welding and cutting operations?			
Are gas cylinders properly chained?			
Are oxygen and acetylene tanks stored separately?			
Are pinch points, in-running nip points and points of operation guarded?			
Are standard operating procedures in place and operator competency tested?			
Are operating and maintenance records kept?			
Is a program in place for lock-out-tag-out in place for maintenance equipment?			
Is Apprenticeship training and certification up to standards?			
Are interlocked guards operative and in good condition?			

Inspection reviewed by Manager: \_\_\_\_\_

Date: \_\_\_\_\_

# Workplace Hazard Analysis Form



## INSTRUCTIONS

**STEP 1:** Recognize columns A&B - Use additional forms if necessary. Walk around your work place and look at your work processes, work areas and jobs to identify hazards. Don't forget to include areas outside the building such as parking lots, & entrance ways.

**STEP 2:** Access columns C – D Refer to the back of form for instructions on completing this step

**STEP 3:** Using the chart of the back of this form plot the answers from Step 2- columns C & D on the chart to determine the risk rating for each hazard you identified in Step 1-columns A&B. Record the results in column E.

**STEP 4:** Determine the Control(s) for the hazard and create a Controls Action Plan.

## Recognize

<b>A – Work Process, Work Area or Job</b> Write down the work processes, work areas or the jobs that exist in your work place.	<b>B – Potential Hazard/Accident Description</b> Ask yourself -- What could happen while doing this? Don't just document what has happened. Think of everything that could possibly happen. Example: fall, cut, burn, hit by object, workplace illness, strain, etc. Identify the potential hazard or accident. A hazard is something with the potential to cause harm or injury.
<b>Example:</b> Raising vehicle using hoist or jacks	<ul style="list-style-type: none"> <li>- Catch person or other equipment on moving lift – struck by injury</li> <li>- Improper placement of support arm or support arm failure - sudden vehicle fall or shift – crush injury</li> <li>- overweight vehicle loading – vehicle fall or shift – crushing injury</li> </ul>
Cleaning of paint guns	<ul style="list-style-type: none"> <li>- Solvent spills - chemical exposure, fire</li> <li>- Cross contamination solvent and waterborne paint – explosion, fire</li> </ul>

## Assess Control

<b>Risk Assessment</b> (See back of form)		<b>Controls</b>
<b>C</b> Chance of Injury	<b>D</b> Severity of Injury	<b>E</b> Risk Rating
M	2	M
M	2	M
M	1	H
M	2	M
H	1	H

**F**  
 Identify controls that need to be put in place to eliminate or reduce exposure to the hazard -- such as guards, procedures, checklists, training, signs, personal protective equipment, etc.

The steps required to put the controls you identify into place will become your action plan.

Deal with your high ranking risks first

- Safe operating procedures
- Operator training
- Hoist inspection & maintenance
- Use manufacturers vehicle lift points
- Adhere to lift capacity specs

- Proper operating procedures
  - Operator training
  - Separate gun cleaners
- procedures for recovery and stored separately for each

Location/Dept.:

Completed By:

Date:

## Assessment of Risk: Columns C – E

It is useful to classify hazards for risk based on the Likelihood or chance of an injury/illness occurring and the severity of such an injury/illness should it occur.

Plot your results on the following chart to assess the risk.

### Chance of Injury: Column C

Is the chance or likelihood that a hazard will cause injury and/or damage. The probability of an injury, illness or damage to property can be ranked from high to low based on the following criteria.

**High** probability – injury or harm due to this hazard is very likely.

**Medium** probability – there is a 50 -50 chance that the hazard will cause injury or harm.

**Low** Probability – The Hazard will probably not cause injury or harm.

### Severity of Injury: Column D

Is the severity of injury or of an illness that may be caused by the hazard. The severity of an injury or of an illness may be major) i.e., serious or even fatal), it can be moderate, or it can be minor.

Assess the hazards in your workplace based on the following criteria:

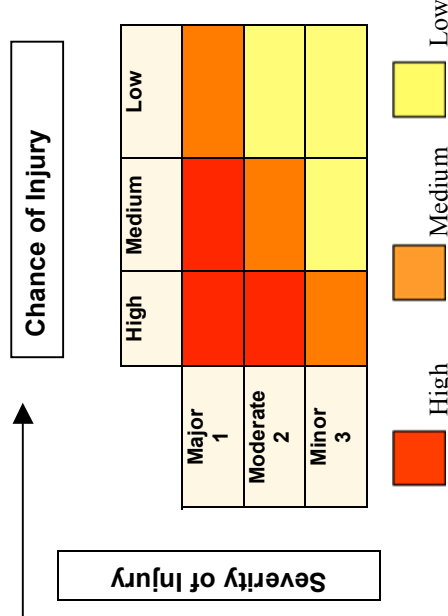
**Major** = The hazard could cause fatal or serious injury, illness and/or damage, resulting in permanent or long term disability and /or significant loss.

**Moderate** = The hazard could cause moderate injury, illness and/or property damage, resulting in lost time.

**Minor** = The hazard could only cause minor injury or illness without lost time or other loss.

### Column E

Chance of injury + Severity of injury = Determination of Risk





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