NFADA STF Member Dealership

SAFETY and HEALTH MANUAL

Safe T First

SAFETY AND HEALTH MANUAL
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A-1
SAFETY POLICY

The safety of our employees is the most vital concern of NFADA STF Member Dealership. Therefore, their safety is our greatest responsibility.

The safety and health policies and programs of this manual are designed to maintain the highest level of safety. The current best information available regarding safety and health is represented. This safety manual is a tool for our employees. Employees are responsible for conducting operations in a way to create a safe working environment for themselves and their colleagues.

Assess job tasks before performing a job, to ensure each element can be completed safely. If there are concerns in performing a task safely, contact immediate supervision or the safety coordinator.

Teamwork in this safety initiative is imperative. Through training, preventive maintenance and a positive attitude, we believe accidents can be entirely prevented. Our goal is zero accidents and injuries in our workplace.

For the safety of yourself, your colleagues, and the well being of those who depend on you, we cannot tolerate actions or attitudes that imperil your safety or that of your co-workers. These actions or attitudes will be the basis for corrective action.

It is your responsibility to know and understand the safety rules that are within this safety manual. Operating safely within the guidelines provided by NFADA STF Member Dealership is a condition of employment. Through common sense and constant awareness a safe workplace can be created and maintained. Never take dangerous shortcuts and unnecessary risks.

We take this strong position on safety for **you, your family and your well being**.

_____ _____

NFADA STF Member Dealership Date
President

A-2
GENERAL SAFETY

A-2.1 - Expectation

It is the goal of this safety and health program and NFADA STF Member Dealership to create and maintain the safest work environment practical for all of our employees. This effort only starts with this safety manual. An essential part of the success of this safety

initiative will be that all employees develop the highest regard for their own personal safety and the safety of others.

A-2.2 - Communication
Employees are encouraged to communicate comments or concerns that may enhance this manual. Involvement and enthusiasm of the employee will maintain the highest level of safety for themselves and their co-workers. All safety and health suggestions shall be reviewed by the Safety Coordinator for inclusion and implementation. This will insure that all aspects of the work place or work habits are adequately considered for inclusion.

Every new employee will receive safety orientation on their first day of employment and before beginning any work for NFADA STF Member Dealership.

If an employee has any concerns with the safety implementation at NFADA STF Member Dealership, the employee shall first discuss these concerns with the Safety Coordinator. If the concern is left unresolved the employee shall then call the NFADA Safety Director at *716-631-8510.*

A-2.3 - Duties
NFADA STF Member Dealership shall explain the purpose of this manual and the responsibilities of the organization and employees regarding safety and health procedures and compliance. The Dealership shall provide for all necessary safety and health training. ***It is the personal responsibility of all employees to know the safety rules and how to prevent accidents.***

Specific titles have been assigned designated employees concerning safety and health responsibilities. Reference *Appendix A* for the names of these individuals.

In the context of safety each work activity differs only in required safety procedures and individual duties toward implementing these procedures. With respect to individual roles in this safety initiative every employee will have specific duties to insure that this program is a success. These duties are outlined in *Section A-2.3 - Duties.*

Supervision made reference to throughout the safety and health manual shall be defined as:

- The lead person who has overall authoritative control of a Department or Departments;

- Forepersons and / or supervising employee.

A-3
DUTIES

A-3.1 - Expectation

Every employee will have a responsibility toward their own personal safety and the safety of others. In the context of safety, each work site or work activity differs only in required safety procedures and in who has responsibility toward implementing safety measures. The following is an outline of duties towards our safety initiative and responsibility for them. In most cases there will be only one form of direct supervision in a department.

Responsibilities regarding the safety and health of NFADA STF Member Dealership have been assigned various employees. Reference *Appendix A* for the names of these individuals.

A-3.2 – Safety Committee

The Safety Committee is an essential part in any successful safety program. The Safety Committee is established to serve the following:

- **Central Focus** – The Committee is designed to allow to take an overall look at safety requirements and to foresee problems that might otherwise cause difficulties.
- **Sounding Board** - The Committee is a visible and approachable body for complaints, and suggestions.

Members

The Safety Committee consists of employees defined under **Appendix A** of this manual. The Safety Committee shall include employee representation, Safety Coordinator, Department Heads and top management and shall all be considered on equal footing within the committee.

Safety Committee Goals

The Safety Committee shall encourage safety awareness. Employees shall be encouraged to get actively involved in the safety program, which will help motivate employees to follow sound safety practices. The Safety Committee / employee relationship must be maintained to provide a feedback mechanism to identify and correct actual or potential safety hazards at the earliest stage.

Safety Committee Role

The role of the Safety Committee shall include:

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- *Setting a good example* - Committee members must be above average in their safe work habits and their positive attitude about safety.

- *Maintaining the Safety and Health Manual* – NFADA shall maintain the safety and health manual and update it's content as needed based on work, environmental or regulatory changes.

- *Report unsafe conditions* – All employees shall report unsafe acts and conditions immediately to supervision and management. The Safety Committee members will review, report and act on unsafe actions and conditions and their corrective actions with direct supervisory and employee involvement.

- *Schedule regular safety inspections* – The Safety Committee has designated the Safety Coordinator to perform safety inspections. In some cases the Safety Committee shall designate an independent inspection committee. This committee will additionally include employees, on an as needed basis, who know the work practices within a specific work area and the associated inherent hazards.

- *Accident Investigations* - The Safety Committee shall investigate all accidents, including "near misses", and report the findings and recommendations to management. The Safety Committee will work jointly with supervision and review the Department Head's accident report to find causes of accidents.

- *Meet on a regular Schedule* - Safety meetings will schedule quarterly safety meetings at a minimum and additional meetings will be held when safety concerns dictate need.

- *Establish Annual Goals* – Safety and Health goals and objectives shall be formulated on a regular basis. Goals and objectives will ensure the committee has particular safety concerns that will be addressed.

A-3.3 – Dealership Safety Coordinator

The NFADA STF Member Dealership Safety Coordinator, acting on behalf of the dealership, has the responsibility for implementation and interpretation of safety policies. Through cooperative efforts a safe working environment can be maintained.

The Safety Coordinator shall maintain safety and safety policies on a daily basis.

The Dealership Safety Coordinator will:

A.) Uphold the intent of the safety and health program and work with supervision to assure its efficient use,

B.) Conduct safety meetings and shall schedule regular safety training, through NFADA or other source, for all employees,

C.) Coordinate, complete and/or verify completion of monthly safety inspections of the facility,

D.) In coordination with the NFADA Safety Director, provide review of new tasks not included within the safety manual and provide recommendations as to conducting these tasks in a safe manner,

E.) In coordination with the NFADA Safety Director, shall investigate all accidents and report them to the Safety Committee and follow up with documentation of corrections, compliance, and effectiveness of training,

F.) Shall cease any work activity which is judged to be a potential hazard,

G.) Shall represent dealer and NFADA STF Member Dealership relating to interaction of Federal, State and Local matters,

H.) Shall supervise activities of contractors with departments and supervision to insure compliance with these safety regulations.

I.) Shall maintain and /or verify presence of safety and health postings, signage and notices, including, but not limited to:

Equal Employment
Unemployment Benefits
Emerg. Phone Numbers
Workers Compensation
OSHA 300 Log
Minimum Wage
Employment of Minors Law
Polygraph Protection Act
Family Medical Leave Act

A-3.4 – Department Manager

The Department Manager is responsible for the implementation of the safety program within their respective work area or department. This responsibility includes providing a safe work environment, free of eminent or obvious safety hazards, equipping employees with appropriate safety equipment and enforcement of the safety policy.

To achieve this end the Department Manager will:

A.) Promote an attitude of cooperatively thinking safety and hazard prevention. Act on observations where an employee may not be qualified or able to perform assigned tasks safely,

B.) Make inspections of all work areas to insure that eminent or obvious safety hazards have been adequately eliminated and to evaluate compliance. Implement corrective measures resulting from safety inspections,

C.) Contact the Safety Coordinator on the report of any unsafe work condition made by an employee and if this condition cannot be appropriately corrected stop the activity and seek the advice of the NFADA Safety Director

D.) Promote and ensure adequate safety communications.

E.) Require that all employees properly and regularly utilize their personal protective equipment,

F.) Assist the NFADA Safety Director and Safety Coordinator in the investigation, review and report of all injuries, accidents or equipment damage (including "near misses") and initiate corrective measures. Investigating and reporting on "near miss" accidents shall set "No Blame". See *Accident Investigation Section.*

G.) Enforce compliance with Federal, State and other safety agencies having jurisdiction over the facility,

A-3.5 - Employee

Every employee has the duty to themselves for conducting their daily work activities in a safe manner, avoid obvious safety hazards and properly utilize personal protective equipment identified in the manual. Through the cooperative efforts of you, the lead person and in conjunction with the policies of this manual, a safe work environment can be maintained. However all is for naught if each employee does not develop an attitude toward keeping themselves safe and looking out for the safety of others around them.

All employees will:

A.) Be knowledgeable in and abide by all of the rules and regulations including, but not limited to the applicable OSHA standards and the safety and health program,

B.) Apply this knowledge and training as well as practical common sense toward each work activity,

C.) Properly utilize and maintain required personal protective equipment. Notify supervision if the proper personal protective equipment is not available or if it is in need of repair,

D.) Learn to identify obvious or potential safety hazards in your workplace and immediately notify supervision of these conditions,

E.) Immediately report any accident or injury to Department Manager,

F.) Cooperate with the OSHA compliance officer conducting an inspection regarding inquiries towards safety and health conditions in the workplace,

G.) Read and understand the responsibilities and rights under the OSHA Safety and Health Poster.

A-4
GENERAL OFFICE SAFETY

A-4.1 - Expectation
To serve as NFADA STF Member Dealership general office safety rules.

A-4.2 - Duty
It is the personal responsibility of all employees working in the general office to know the safety rules and how to prevent accidents.

4.3 - Operation - General
1. Employees shall exercise special care and always use handrails on stairways.
2. Chairs, wastebaskets, cords, and other articles shall not be left in aisles or where they may create a tripping hazard.
3. Open doors slowly to avoid striking someone on the other side.
4. Use caution when coming to a blind corner.
5. Unattended desk drawers, cabinet doors and files shall not be left open.
6. Keep work areas cleaned and orderly
7. Keep aisles clear at all times. Unobstructed access shall be maintained to exits, stairways, fire equipment and other emergency equipment.
8. Never use *three(3) prong to two (2) prong electrical plug adapters or cords*. If an electrical wire or plug has a ground connection it must be used.
9. Defective electrical cords shall be removed from service, reported and replaced.
10. Use extension cords properly. DO NOT overload electrical outlets.
11. A straight chair shall not be tilted back onto the rear legs while you are sitting on it.
12. Large boxes or bundles shall be moved by a hand truck, or unpacked and broken down for individual delivery.
13. Water, oil or other substances spilled on floors shall be cleaned up at once.
14. Worn, slippery flooring shall be reported immediately.
15. Employees shall not stand on boxes, chairs or other makeshift supports. Only approved ladders or other designated supports shall be used to reach high locations.
16. Used pressurized containers, fluorescent light tubes, broken glass or other sharp objects shall be identified for safe disposal.
17. Know the emergency evacuation route and exits.
18. Keep wash rooms and drinking fountains neat and sanitary.
19. Report all defective equipment, lights and furniture promptly.
20. If your duties require you to go into other areas or work sites outside of the office, know all the safety precautions required for that area.
21. Know the locations of first aid kits, their contents and correct use.

A-4.4 - Equipment

1. Do not use any machine that you have not been trained and authorized to use.
2. If a machine guard is removed temporarily, replace it before turning machine back on.
3. Keep hands, hair and loose clothing away from moving parts of machines. Long hair must be tied back when using a machine with exposed moving parts.
4. Verify equipment you are using is grounded. Keep in mind visual inspection does not assure grounding.
5. Report all malfunctions or potentially hazardous conditions to the supervisor immediately. Place a sign on the machine to indicate that it is out of order and unsafe.
6. Before using office machinery, check the position. Make sure computers, printers, adding machines, and the like, are firmly positioned.
7. Be sure that all equipment is placed so its proper ventilation is not restricted.
8. Be careful staples, paperclips, etc. are handled so they do not fall into equipment.

A-4.5 - Preventing Cuts and Punctures

1. Keep scissors and letter openers in a separate compartment of a drawer.
2. Keep fingers away from the point of operation.
3. Secure safety latch of paper cutter when not in use.
4. It is recommended to use rubber finger guards when working with stacks of paper.
5. It is recommended to use a sponge or sealing device to moisten stamps and envelopes.

A-4.6 - File and Storage Cabinets

1. Only one drawer in a file cabinet section shall be opened at a time. Use handles on drawers, doors and safes when opening and closing them.
2. Avoid overloading top drawer to prevent over balancing.
3. Close file drawer immediately if not using it. Close drawers gently.

A-4.7 - Video Display Terminals (VDT's)

1. Position display screens at an angle that reduces glare or install a glare screen.
2. Adjust chairs to a comfortable position to prevent fatigue.
    - Feet should be flat on the floor or on a foot rest,
    - Back of knee should be slightly higher than the seat to allow blood to circulate in the legs and feet.
    - Chair should be provided with arm rests and lower back support but allow for movement and variations of position.
3. Lighting should be bright enough to read text and a video screen but not to glare.
4. Change position frequently, including getting up and walking around.

A-4.8 - Repetitive Motion

1. Perform appropriate exercises routinely to reduce repetitive motion problems.
2. Computer keyboards shall be slightly higher than the elbows when arms are held relaxed by the side. Keep the wrists straight and use only finger motion to strike keys. Move entire hand to complete multiple keystrokes. Use a light touch.

A-5
SAMPLE
DISCIPLINARY ACTION POLICY

A-5.1 - Expectation
It is of the utmost importance that safety is on the minds of each employee at all times. Employees will be required to follow the safety rules and regulations as set by this safety and health manual and NFADA STF Member Dealership as well as those mandated by Federal, State and Local government.

This disciplinary action policy and procedure has been established in order to promote worker safety and ensure a safe working environment for all employees. This policy must be strictly and uniformly *enforced to achieve this end.*

A-5.2 - Duty
It will be the duty of Management to review the disciplinary policy and to interpret the policy. It will be the duty of supervision to enforce the policies, procedures and standards in this Safety and Health Manual and to discipline employees under their supervision for safety policy violations.

A-5.3 - Discipline
As a result of the first violation of a safety policy the employee will receive a verbal warning from supervision. This will be followed up with a review of the violated safety policy. Verbal warning shall be documented for possible reference at a later date.

As a result of a second violation the employee will receive a written warning that is to be placed on file with the Human Resources Department. This written warning will reference the original documented verbal warning. This second warning will be followed up with additional review of the violated safety policy with management and supervision.

Violation of any of the policies, procedures or standards in this Safety and Health Manual will subject employees to discipline, up to and including discharge. A failure or refusal to take corrective measures after being informed of an unsafe condition or hazard will also subject employees to discipline, up to and including discharge. This disciplinary policy applies to all employees of NFADA STF Member Dealership, including supervisory personnel. The Dealer will consider several factors -- including, but not limited to, the severity of the violation, the number of violations, and the employee's record in determining the level of discipline, and the Dealer will not discriminate in the application of this Disciplinary Action Policy on the basis of any legally protected status.

A-5
SAMPLE
DISCIPLINARY ACTION POLICY
Strict

A-5.1 - Expectation
It is of the utmost importance that safety is on the minds of each employee at all times. Employees will be required to follow the safety rules and regulations as set by this safety and health manual and NFADA STF Member Dealership as well as those mandated by Federal, State and Local government.

This disciplinary action policy and procedure has been established in order to promote worker safety and ensure a safe working environment for all employees. This policy will be strictly and uniformly enforced to achieve this end.

A-5.2 - Duty
It will be the duty of Management to review the disciplinary policy and to interpret the policy. It will be the duty of supervision to enforce the policies, procedures and standards in this Company Safety and Health Manual and to discipline employees under their supervision for safety policy violations.

A-5.3 - Disciplinary Procedure
As a result of the first violation of a safety policy the employee will receive a verbal warning from supervision. This will be followed up with a review of the violated safety policy. Verbal warning shall be documented for possible reference at a later date.

As a result of a second violation the employee will receive a written warning which is to be placed on file with the Human Resources Department. This written warning will reference the original documented verbal warning. This second warning will be followed up with additional review of the violated safety policy with management and supervision.

As a result of a third violation the employee will receive a written warning followed by a possible 3-day suspension from work without pay or possible termination. This written warning will be placed on file with the Safety Coordinator and Human Resources. Upon return to work this third violation will be reviewed by the Safety Coordinator, management, supervision, and the employee to determine why prior corrective action has not worked. and for possible subsequent termination

Consistent or willful violations of the safety policy(s) will be viewed as grounds for termination. Any termination proceedings will be done under direction of NFADA STF Member Dealership Department Manager and applicable management.

A-5.5 - Supervision Duties

Supervision will be judged by the same rules as the employees under their supervision. Because supervision has the duty of safety stewardship for the department, the supervisor will bear the responsibility for overall safety conditions of the department.

The NFADA STF Member Dealership Safety Coordinator will coordinate and insure completion of random inspections of departments. If this inspection reveals a lack of commitment to safety rules, supervision will be issued a written warning and a copy will be given to management for appropriate action. The written warning issued to a supervisor will also be filed with management for corrective measures.

Once an employee has notified supervision of an unsafe condition or practice the supervisor will take action, within a reasonable period of time dependent upon nature of concern, to either correct the condition or modify the practice.

Failure on the part of the supervisor to take corrective measures recommended by management or act on unsafe conditions noted by employees, within a reasonable period of time, shall be considered insubordinate and cause for disciplinary action. It is required that management undertakes any disciplinary action.

Management shall effect appropriate follow-up and disciplinary action with supervision. Among other things, safety is one element in completing an annual performance appraisal for each supervisor.

A-5.6 - General

This disciplinary action policy allows for the immediate suspension, removal or termination of an employee from any work area or department of NFADA STF Member Dealership whose behavior constitutes a serious violation.

Questions regarding this Disciplinary Action Policy shall be directed to the NFADA STF Member Dealership Safety Coordinator.

A-6
SAFETY MEETINGS

A-6.1 - Expectation
Regular safety meetings should be held in order to provide information to employees so as to maintain a safe working environment.

A-6.2 - Duty
The Safety Committee shall meet on a *quarterly* basis and focus on accident prevention problems and safety needs.

The Safety Committee consists of management, safety coordinator, supervision and/or designee's who are in turn responsible for safety communications with the employees under their jurisdiction. Employee safety meetings will be held as needed based on area compliance. Employees shall always communicate safety concerns direct to their immediate Department Manager.

Management guidance and participation is required for effectiveness of the safety program and methods in order to enlist and maintain employee interest and compliance. Reference ***Appendix A*** for the specific names and titles of the members of the Safety Committee, NFADA Safety Director and Safety Coordinator.

A-6.3 - Operation
A-6.3a - Safety Committee Meeting
1. *Quarterly* Safety Committee meetings shall be held by NFADA STF Member Dealership.

2. During the meeting, safety will be the only subject discussed. Concerns of employees, revised training needs, new work tasks, suggestions, self-inspections, new standards, accident prevention, injuries, accidents, and any other safety matters shall be reviewed and implemented.

3. The safety committee shall set realistic safety performance objectives for the year and review the ongoing safety program and policy for effectiveness and compliance.

4. During the safety committee meeting, future Department Manager meetings with employees shall be discussed and decided upon. Any required information or materials shall be provided to the Department Manager for these meetings.

5. The minutes of the meetings and attendance will be taken by designated person and distributed for review and record to each attendee.

A-6.3b – Department Manager / Employee Safety Meetings

1. Department Managers will hold safety meetings with employees as needed by area concerns. All employees under their jurisdiction are required to attend.

2. Topics for discussion shall be selected by the Safety Committee and shall include applicable safety issues for the work area or facility.

3. Records will be kept and filed for each of these meetings. If an employee is absent a copy of this record will be provided to them when they return.

4. NFADA STF Member Dealership supervision / employee safety meeting guidelines:

    a. Safety meetings will normally be a short duration on the floor type. They will take approximately ten minutes.

    b. Safety should be the only subject discussed during this time.

    c. All information decided upon at the safety committee meeting shall be conveyed to the employees.

    d. Information, suggestions and comments from the employees are strongly encouraged. These comments and suggestions should be recorded and discussed with the safety committee at the next meeting. Any topics that need to be and can be handled on the spot should be addressed and taken care of.

    e. The record of this meeting should include all material discussed and signatures of all attendees.

    f. Meeting shall be held as needed, based upon new work tasks, changing work tasks, new environments, new regulations, work load, employee comprehension and implementation, employee concerns, etc.

A-7
TRAINING & ORIENTATION

A-7.1 - Expectations
New employees will have safety training during their initial orientation applicable to the work tasks that they are assigned. Thereafter employees shall complete annual refresher training; as needed due to lack of understanding; or when tasks, procedures, environments or regulations change.

A-7.2 - Duty
Supervision is responsible for determining if each employee has current and sufficient safety training. Training will be conducted at a higher frequency depending on conditions, hazards in proximity to work area, regularity of work task, etc. Safety and health training shall be provided by the Niagara Frontier Automobile Dealers Association (NFADA) or outside contractor as appropriate.

A-7.3 - Procedure
1. Employees shall be appropriately trained in all aspects of safety and health based on their job assignment when initially employed.

2. The Safety Coordinator and responsible supervision shall review employee knowledge and training history to potential exposure at work site and what that employee will be doing. Employees will be scheduled for any required training that has not been completed or is not up to date.

3. Responsible supervision along with the assistance of the Safety Coordinator will conduct periodic inspections to verify employee compliance and knowledge of safety procedures and verify effectiveness of training. The inspections will include employee input, suggestions and other pertinent beneficial information.

4. If past training is deemed ineffective due to employee non-compliance, lack of knowledge, injuries, etc., restructure training to rectify and meet these needs.

5. Employee will not be allowed or shall be restricted to any work activities until required training is complete. Employee may work on activities in which they have had previous training but may not work in any activity, which has the potential to expose them to one they have not.

6. Employees shall sign in on the ***Safe T First*** sign in sheet at each class. Upon successful completion of the training the employee shall acknowledge understanding of the information presented to them and sign and date the ***Safe T First*** certification of training affirming this understanding. Employees completing the session with receive a completion card.

B-1
PERSONAL PROTECTIVE EQUIPMENT (PPE)

References
OSHA 29CFR 1910 Subpart I

B-1.1 - Expectations
To serve as requirements for NFADA STF Member Dealership regarding providing, using and maintaining personal protective equipment (PPE) including personal protective equipment for head, face, eye, and extremities, protective clothing, and hearing. This section covers all personal protective equipment including PPE found in *Sections B-1.0A - General PPE, Section, B-1.0B – Hearing Protection and B-1.0C – Respirator Protection.*

B-1.2 - Duties
Supervision will make a complete assessment of the hazards in their workplace using *the NFADA Assessment form* or review completed PPE assessments and shall supply the proper personal protective equipment as necessary. PPE Assessment Form shall be available from the NFADA STF Member Dealership Safety Coordinator. Affected employees shall be trained and knowledgeable in types, use, limitations, care and maintenance of PPE prior to allowing them PPE use. (See B1.7)

B-1.3 – General
1. NFADA STF Member Dealership is responsible to supply, at no cost to the employee, all PPE required to perform the work for their specific task and as required as a result of the hazard assessment done for each department.

2. Personal protective equipment shall be provided, used and maintained in a sanitary and reliable condition. All personal protective equipment shall be of safe design and construction for the work to be performed. Defective and damaged personal protective equipment shall not be used.

3. The possibility of multiple and simultaneous exposure to a variety of hazards should be recognized. Adequate protection against the highest level of each of the hazards should be provided.

4. PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound practices.

B-1.4 – Issuance and Replacement of Equipment

1. Employees who require specialized PPE (i.e. welding helmets, chemical resistant gloves or clothing, full face protection and respirators) will have them issued by the Department Manager or Safety Coordinator. PPE will be provided at no charge and the employee will use required PPE as determined by NFADA STF Member Dealership.

2. There is a one to one exchange program to replace certain PPE items. The purpose is to track the service life of these items and upgrade / evaluate items in a timely manner. Any equipment listed as **disposable** will not be a part of the one for one exchange program. Additionally, the employee is accountable for the equipment issued to them.

B-1.5 - Hazard Assessment and Equipment Selection

1. The NFADA STF Member Dealership Safety Coordinator in cooperation with applicable supervision shall assess each work area / job task to determine if hazards are present, which will require the use of personal protective equipment (PPE) by employees.

2. Assessment shall be completed by using the PPE Assessment Form available from the NFADA STF Member Dealership Safety Coordinator. Completed assessments can be found in the completed assessment file folder located in the Safety Coordinator's office.

3. Once it has been determined that such hazards are present or likely to be present supervision, in cooperation and communication with the employee(s) shall:

    a.) select the PPE that properly fits each affected employee, and
    b.) have each affected employee use, the PPE that will protect the affected employee from the hazards identified in the assessment.

B-1.6 – Facility Assessment

A complete assessment was conducted by the Safety Coordinator along with applicable supervision for all departments and job tasks. Completed assessment forms are on file with the Safety Coordinator. These assessments have determined the need of PPE based on the working environment and personal hazardous exposures or the assigned work tasks. The PPE has been selected with the safety and health well being of the employees. Mandated PPE shall be worn at all times.

SEE COMPLETED ASSESSMENT FILE FOLDER

B-1.7 - Training

1. Training will be completed by NFADA or designee and dealership to the employees exposed. The training and/or retraining of employees in proper use of PPE will be completed after a hazard assessment has been completed. The employee must know when PPE is needed, what type of PPE is required, the correct manner of wearing the PPE, proper care and maintenance of the PPE, and their limitations. Employees must demonstrate an understanding of the specified training and the ability to use PPE properly, before they are allowed to work in the area that requires them to use PPE.

2. When supervision has a reason to believe that any affected employee who has already been trained does not have the understanding and skill required of this section, the employee must be retrained. Circumstances where retraining is required include, but are not limited to, situations where:

    a.) changes in the workplace render previous training obsolete,
    b.) changes in the types of PPE to be used render previous training obsolete,
    c.) inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

3. Written certification that identifies each employee trained, the date of training and certificate as documentation of the training is required.

B-1A
PERSONAL PROTECTIVE EQUIPMENT

References

OSHA 29CFR 1910 Subpart I

B-1A.1 - Expectation
To serve as the requirements for NFADA STF Member Dealership concerning personal protective equipment and the conditions for their use, exclusive of respirator and hearing protection.

B-1A.2 - Duties
Supervision of NFADA STF Member Dealership will make an assessment of the hazards in their workplace or review completed PPE assessments and shall supply the proper personal protective equipment as necessary. Assessment will be documented as to what workplace was assessed, who assessed the workplace, and the date of the assessment.

If an employee provides their own PPE, supervision must make the results of the assessment known to them so that they can obtain the correct equipment. It will still be the responsibility of the supervisor to verify that employee provided PPE is proper for the intended use and use correctly. *See Section B-1 for specific details*.

B-1A.3 - Eye and Face Protection
Protective eye and/or face protection shall be worn where there is a danger of injury from flying objects, glare, liquids, weld arcing, or other potential eye hazard sources.

Each affected employee shall use appropriate eye protection that provides side protection when there is a hazard from flying objects. Detachable / rigid side protectors (ANSI Z87.1) meeting the pertinent requirements of the hazards involved are acceptable.

Each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Protective eye equipment must be used as designed, be reasonably comfortable, fit snugly and not interfere with natural movement and operation. Eye and face PPE shall be distinctly marked for identification of the manufacturer. Protective eye and face devices shall comply with ANSI Z87.1-1989 or shall be demonstrated to be equally effective.

Where additional eye hazards are present, other approved eye or face protection must be used such as chemical goggles, face shields, welders shields etc., depending on the application. Various types of face shields, welding shields etc. are to be made available for employees whether used alone or over prescription glasses or other safety eye wear. Applications such as grinding will require the use of a face shield in addition of safety glasses and welding mask/shield with appropriate lens when welding.

B-1A.4 - Foot Protection

Supervision is responsible for seeing that all employees under their control are wearing footwear appropriate for the hazards involved in the work activity. If the footwear is required to be worn based the completed assessment they must meet ANSI Z41 and will be provided by NFADA STF Member Dealership.

Foot protection will be selected as required, including the addition of boots, for the particular working environment of each individual. If other footwear is preferred, it shall be demonstrated to be equally effective. Open toe shoes shall not be worn in any area where the employee is exposed to a potential foot injury.

B-1A.5 - Hand Protection

Gloves should be selected to provide specific protection from particular hazards such as cuts, burns, bruises, caustics, slivers etc. when the hazard is present. Hand protection shall be selected as follows:

Hazard	*Protection*
Caustics, chemicals	Gloves: Specially designed for exposure
Electricity	Gloves: rubber, covered with leather gloves (See additional information below)
Heat, flame	Gloves: leather, aluminized fabrics, aramid, wool
Heavy Materials	Gloves: leather, canvas
Mild irritants	Barrier creams: light duty
Sharp objects	Gloves: cut-proof

Supervisors shall base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified and shall document findings in the PPE Assessment.

B-1A.6 - Protective Clothing
Employees shall wear appropriate clothing in the performance of their jobs to provide protection against environment and hazards. Protective clothing will be provided for the specific task and shall be worn.

Raincoats, aprons, protectors, and other protective clothing shall be worn as required. Loose clothing shall not be worn around moving machinery.

Rings should not be worn by employees working on or around electrical installations, moving machinery, or such manual jobs involving the handling of tools, materials and equipment. Employees having strong feelings against its removal may wear gloves or tape over ring.

B-1A.7 - Emergency Eyewash
In all locations where there is a hazard of eye injury from splashing of caustic, corrosive, or other eye irritants shall be provided with eye wash stations. Employees must be aware of the availability and location of these eye wash stations and know how to use them.

Emergency eyewash station or an appropriate eye flushing facility must be in the immediate vicinity if work involves a hazardous substance that can adversely affect the eyes. Always refer to the applicable Material Safety Data Sheets (MSDS's) and the OSHA standard regarding first aid requirements. Emergency shower and eyewashes shall be designed and installed and maintained in accordance with ANSI Z358.1-1998.

B-1A.8 - Other
All personal protection equipment will be determined and supplied by supervision as needed. Supervision will immediately replace defective personal protection as required.

It is the responsibility of supervision that all employees are sufficiently protected, however all employees should take the first step in safely protecting themselves. Failure to use required and available protective equipment will result in disciplinary action.

B-1A.9 - Training - *See Section B-1 for specific details.*

B-1B

HEARING CONSERVATION

References

OSHA 29CFR 1910.95

B-1B.1 - Expectations

To serve as the NFADA STF Member Dealership procedures and methods to protect employees exposed to hazardous noises based on a Time Weighted Average (TWA) of 85 decibels or more.

B-1B.2 – Limit Summary

NFADA STF Member Dealership through the Safety Coordinator, Supervision and designees will complete noise assessments of vehicles, equipment and applicable work tasks to document emitting noise levels regarding possible employee exposures. It is also an option that an outside consultant with proper training can complete the noise assessment.

If an assessment results in exposing an employee to noise exposures equal to or exceeding an eight (8) hour time-weighted average (TWA) sound level of eighty-five (85) decibels measured on the A scale (slow response) this hearing conservation program must be implemented. For purposes of this program, employee noise exposures shall be computed in accordance with Permissible Noise Levels A Scale of the Hearing Conservation Amendments found on page 8 of this section, and without regard to any attenuation provided by the use of personal protective equipment.

If any readings exceed a sound level of 90 decibels, engineering practices shall be initiated to lessen the noise levels to acceptable levels that do not require hearing protection. This includes using sound barriers; absorption devices; maintenance updates of the equipment; purchasing new equipment; etc. If the noise level cannot be reduced to acceptable levels, employees must be provided with and use hearing protection that will reduce the noise level exposure to employees below 90 decibels.

Noise assessments must be completed and documented on a regular basis for verification that employees are not being exposed to excessive noise levels when new equipment is introduced, new job duties are assigned and when existing equipment is modified.

B-1B.3 – Projects

When sound levels at a work site exceed the permissible values of the A Scale of the Hearing Conservation Amendments, corrective measures will be implemented through engineering or administrative controls to prevent employee exposure. Due to the short timeframes of some work activities, engineering controls may not be feasible. Therefore personal protection equipment must be used from the very beginning. Protection such as earplugs or muffs that provide the required noise control will be provided to employees.

B-1B.4 - Duties
Supervision will make an assessment of the hazards in their workplace and shall supply the proper hearing protective equipment as necessary. *See PPE Assessment list in Section B-1.0A for complete list of locations and tasks requiring hearing protection.*

B-1B.5 - Operations - *Monitoring*
When information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, the Supervision responsible for the affected employee(s) will develop and implement a monitoring program.

1. Supervision shall identify employees for inclusion in the conservation program and to enable the proper selection of hearing protection.

2. All continuous, intermittent and impulsive sound levels from 80 decibels to 130 decibels shall be integrated into the noise measurements. Instruments used to measure employee noise exposure shall be calibrated to ensure measurement accuracy.

3. Monitoring shall be repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that:

    a. Additional employees may be exposed at or above the level; or
    b. The attenuation provided by hearing protection being used by employees may be rendered inadequate to meet the requirements of hearing protector attenuation found later in this program.

4. Supervision shall notify each employee exposed at or above an 8-hour time-weighted average of 85 decibels of the results of the monitoring.

5. NFADA STF Member Dealership shall provide affected employees or their representatives with an opportunity to observe any noise measurements conducted pursuant to this section.

B-1B.6 - *Multiple Noise Level Exposure*
When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. Using the following equation if the sum of the fractions exceeds unity, then, the mixed exposure should be considered to exceed the limit value.

C(1)/T(1) + C(2)/T(2) C(n)/T(n)
Cn - indicates the total time of exposure at a specified noise level
Tn - indicates the total time of exposure permitted at that level

B-1B.7 – Noise Meter Testing
Work areas and/or specific operations of NFADA STF Member Dealership have been tested for noise emission. The results of this testing shall be attached to this manual for accessible reference to employees regarding particular noise emission results.

Due to the nature of work faced by NFADA STF Member Dealership employees including change in work tasks; purchase and use of new tools and equipment; work environments, etc. the noise testing will be an ongoing requirement. The results will be updated as needed with the dates of the latest testing and results. The listing will include the results of all testing regardless if they exceed the allowable noise levels of this program. This will be done to assure an employee that the testing was done on a particular item and what the results were.

B-1B.8 - Audiometric Testing
NFADA STF Member Dealership has established and will maintain an audiometric testing program by making audiometric testing available at no cost to all employees whose exposures equal or exceed an 8-hour TWA of 85 decibels. Audiometric tests shall be performed by an approved licensed or certified audiologist, otolaryngologist, or physician.

B-1B.9 - Baseline Audiogram.

1. Within 6 months of an employee's first exposure at or above the allowable noise levels, NFADA STF Member Dealership shall establish a valid baseline audiogram against which subsequent audiograms will be compared.

2. Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.

3. The responsible department head or supervisor shall notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.

B-1B.10 - Annual Audiogram.
At least annually after obtaining the baseline audiogram, NFADA STF Member Dealership shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels.

B-1B.11 - Evaluation of Audiogram.

Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a *standard threshold shift* has occurred.

6. If the annual audiogram shows that an employee has suffered a *standard threshold shift*, NFADA STF Member Dealership may obtain a retest within 30 days and consider the results of the retest as the annual audiogram.
7. The audiologist, otolaryngologist, or physician shall review problem audiograms and shall determine whether there is a need for further evaluation. NFADA STF Member Dealership shall provide the following information to the person performing this evaluation:

    a. A copy of the requirements for hearing conservation as set forth in this program;
    b. The baseline audiogram and most recent audiogram of the employee to be evaluated;
    c. Measurements of background sound pressure levels in the audiometric test room;
    d. Records of audiometer calibrations.

B-1B.12 - Follow-Up Procedures

i. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift as defined has occurred, the employee shall be informed of this fact in writing, within 21 days of the determination.
ii. Unless a physician determines that the *standard threshold shift* is not work related or aggravated by occupational noise exposure, Supervision shall ensure that the following steps are taken when a standard threshold shift occurs:

    a. Employees not using hearing protection shall be fitted with hearing protection, trained in their use and care, and required to use them.
    b. Employees already using hearing protection shall be refitted and retrained in the use of hearing protection and provided with hearing protection offering greater attenuation if necessary.
    c. The employee shall be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if NFADA STF Member Dealership suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.

d. The employee is informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.

8. If subsequent audiometric testing of an employee whose exposure to noise is less than an 8-hour TWA of 90 decibels indicates that a standard threshold shift is not persistent, applicable Supervision shall:

   a. inform the employee of the new audiometric interpretation; and
   b. may discontinue the use of hearing protectors for that employee.

B-1B.13 - Revised Baseline

An annual audiogram may be substituted for the baseline audiogram when, in the judgment of the audiologist, otolaryngologist or physician who is evaluating the audiogram:

   a. The standard threshold shift revealed by the audiogram is persistent; or
   b. The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram.

B-1B.14 - Standard Threshold Shift.

1. As standard threshold shift is a change in hearing threshold relative to the baseline audiogram of an average of 12 dB or more at 2000, 3000, and 4000 Hz in either ear.

2. In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging to the change in hearing level by correcting the annual audiogram according to accepted procedure described in OSHA 29 CFR Part 19B-1.95 Appendix F.

B-1B.15 - Audiometric Test Requirements

1. Audiometric tests shall be pure tone, air conduction, hearing threshold examinations, with test frequencies including a minimum 500, 1200, 2000, 3000, 4000, & 6000 Hz. Tests at each frequency shall be taken separately for each ear.

2. Audiometric tests shall be conducted with audiometers that meet the specifications of, and are maintained and used in accordance with, American National Standard Specification for Audiometers, S3.6-1969. Pulsed-tone and self-recording audiometers, if used, shall meet the requirements specified in OSHA 29 CFR Part 19B-1.95 Appendix C. Audiometric examinations shall be administered in a room meeting the requirements listed in OSHA 29 CFR Part 19B-1.95 Appendix D.

B-1. 0B16 - Hearing Protection

When employees of NFADA STF Member Dealership are subject to sound exceeding the permissible levels, administrative or engineering controls will be used when possible. If these controls do not relieve the noise to permissible levels, personal protective equipment will be supplied and utilized to reduce the noise exposure.

1. All employees exposed to noise levels above the permissible levels specified in the A scale will be provided and are required to wear appropriate hearing protection. Hearing protectors shall be provided at no cost and replaced as necessary.

2. Supervision will ensure that all employees exposed to the unacceptable limits will wear the hearing protection**.** Ear protective devices inserted in the ear shall be fitted or determined individually by Supervision. Supervision shall ensure that hearing protectors are worn:
    a. By an employee who exceeds the exposure levels of the A Scale and is required to wear personal protective equipment; and
    b. By any employee who is exposed to an 8-hr. TWA of 85 decibels or greater, and:
        i. Has not yet had a baseline audiogram established; or
        ii. Has experienced a standard threshold shift.

3. Employees shall be given the opportunity to select their hearing protection from a variety of suitable hearing protectors provided by NFADA STF Member Dealership.

    Depending upon the noise exposure determined by the noise meter test results, proper hearing protection shall be selected. The hearing protection must provide hearing dampening ability to reduce the noise level exposure to the accepted A scale permissible noise levels or TWA.

4. NFADA STF Member Dealership will train the employees with the assistance of NFADA in the use, care, and fitting of the protection provided per manufacturers recommendations.

5. NFADA STF Member Dealership shall ensure proper initial fitting and supervise the correct use of all hearing protectors.

6. For employees who have experienced a standard threshold shift, hearing protectors must attenuate employee exposure to an 8-hour TWA of 85 decibels or below.

7. The adequacy of hearing protector attenuation shall be re-evaluated whenever employee noise exposures increase to the extent that the hearing protectors provided may no longer provide adequate attenuation. NFADA STF Member Dealership shall provide more effective hearing protectors where necessary.

B-1B.17 - Training

1. Training will be completed by Supervision or designee to the employees exposed to noise at or above an 8-hour time-weighted average of 85 decibels. The training and/or retraining of employees in proper use of hearing protection will be completed after a hazards assessment has been completed.

2. The employee must know when hearing protection is needed, what type of hearing protection is required, the correct manner of wearing the hearing protection, the effects of noise on hearing, proper care and maintenance, the limitations of the hearing protection, and when appropriate the purpose of audiometric testing and explanation of the test procedures.
3. Additional training will be held at a minimum, annually, for each employee included in the hearing program and updated to be consistent with the changes in protection and work progress. *See Section B-1 for specific details.*

4. NFADA STF Member Dealership shall make available to affected employees or their representatives copies of this program and shall also file a copy at the workplace.

5. Supervision shall provide to affected employees any informational materials pertaining to this program.

B-1B.18 - Record Keeping

1. The Personnel office will maintain the employee exposure measurements.

2. Noise exposure measurement records shall be retained for two years. Audiometric test records shall be retained for the duration of the affected employee's employment. This record shall include:

    i. Name and job classification of the employee;
    ii. Date of the audiogram;
    iii. The examiner's name;
    iv. Date of the last acoustic or exhaustive calibration of the audiometer; and
    v. Employee's most recent noise exposure assessment.

3. NFADA STF Member Dealership shall maintain accurate records of the measurements of the background sound pressure levels in audiometric test rooms.

4. All records required by this section shall be provided upon request to employees, former employees, representatives designated by the individual employee, and OSHA.

B-1B.19 - Permissible Noise Levels A Scale

Duration per day	**Hours**	**Response**
	8	**90db**
	6	**92db**
	4	**95db**
	3	**97db**
	2	**100db**
	1-1/2	**102db**
	1	**105db**
	1/2	**110db**
	1/4 or less	**115db**

Exposure to impulsive or impact noise should not exceed 140 *dB peak sound level.*

B-1C
RESPIRATOR PROTECTION

References

OSHA 29CFR 1910.134

B-1C.0 - Expectations
This program is designed to help reduce and prevent employee exposure against occupational diseases caused by dusts, fumes, mists, gases, vapors, etc. When feasible engineering controls will be set up to eliminate contaminants. When effective controls cannot be used or only lessen the amount of exposure, respirators will be required.

B-1C.1 - Duties
Department Heads of NFADA STF Member Dealership will make an assessment of the hazards in their workplace and shall supply the proper respiratory protection equipment as necessary. *See Section B-1 for specific details and the Safety Coordinator for assessment form.*

The employee shall use the provided respiratory protection in accordance with instructions and training received.

The employee has the option to wear a respirator even if the task assessment does not show the need for respirator use. NFADA STF Member Dealership will allow the employee to wear the respirator, but at his/her own expense. However NFADA STF Member Dealership and the employee must comply with all the provisions found within this program including the need to complete the medical evaluation questionnaire and / or pass the mandated pulmonary, physical and fit testing procedures.

Frequent inspections shall be conducted by the Safety Coordinator to assure that respirators are properly selected, used cleaned and maintained.

B-1C.2 - Operation
The Department Head has identified work tasks and/or operations that have the potential for exposing employees to occupational dusts, fumes, mists, gases, vapors, etc.

Engineering controls shall initially be implemented to protect the workers from these actual or potential airborne hazards, and where these controls cannot be imposed personal protective equipment shall be used. Thereafter, new tasks or operations that arise that have actual or potential respiratory hazards shall be evaluated by supervision for possible use of controls or respirators throughout the progress of the task.

B-1C.3 - Selection of Respirator

1. Respirators will be selected and approved by management.

2. The selection of the respirator will be based upon the physical and chemical properties of the air contaminants, their concentration levels, chemical properties, label warnings, effects on the body, established permissible levels of exposure and the period of respiratory protection is required. Employees will be provided with respirator that is best suited for the exposure and best fit and comfort based on environments and the employees' physical characteristics.

3. Cartridges, pre-filters and replacement respirators are available as needed.

12.0C3A - Air Purifying Respirators

These clean contaminated air before it reaches the user by a mechanical filter, chemical cartridge or a combination of the two. Mechanical filters remove particulate matter and chemical cartridges remove gases and vapors.

Do not use in atmospheres with insufficient oxygen or with contamination levels above the allowable limits of the device.
Do not use when there is a potential exposure to harmful gaseous matter that cannot be detected clearly by odor.
Do not use when there is exposure to gaseous material that is harmful to the eyes, unless suitable eye protection is provided.

12.0C3B - Dust / Particulate Masks

Nuisance dust masks shall be provided to an/ all employees seeking relief from general workplace dust, which may be generated from normal operations. Nuisance dust masks are not designed and shall not be used to protect employees from noxious or toxic fumes; areas lacking sufficient oxygen or dusts associated with welding or sandblasting. Appropriate personal protective equipment and engineering controls required for these operations as found in applicable sections of this manual and in accordance with the OSHA standards shall be followed.

Dust / particulate masks selected must be NIOSH / MSHA approved. Dust / particulate masks protect the wearer against dusts, mists and particulates and are recommended for use up to 10 x PEL, or the appropriate OSHA standard, whichever is lower. Proper dust / particulate masks must be selected based on application. Masks must be worn and used per manufacturer instructions. Dispose of properly after use or when contaminated.

B-1C.4 – Change Out Program
When using an air-purifying respirator, NFADA STF Member Dealership the Department Head shall assure that:

- The respirator is equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or

- If there is no ESLI appropriate for conditions requiring the respirator in the workplace, NFADA STF Member Dealership shall implement a change schedule for canisters and cartridges that is based on the AIHA publication "The Occupational Environment - "Rule of Thumb" for estimating organic vapor cartridge service life. The Rule of Thumb is as follows:

    - If the chemical's boiling point is > 70 °C and the concentration is less than 200 ppm you can expect a service life of 8 hours at a normal work rate.

    - Service life is inversely proportional to work rate.

    - Reducing concentration by a factor of 10 will increase service life by a factor of 5.

    - Humidity above 85% will reduce service life by 50%

This “Rule of Thumb” information will ensure that canisters and cartridges are changed before the end of their service life. All employees shall follow this rule regardless of frequency of respirator use.

B-1C.5 – Voluntary Use Dust / Nuisance Masks
Nuisance filtering facepieces (dust masks) shall be provided to employees seeking relief from general workplace dusts, which may be generated from normal operations. Filtering facepieces (dust masks) are not designed and shall not be used to protect employees from noxious or toxic fumes: areas lacking sufficient oxygen or dusts associated with welding or sandblasting.

When NFADA STF Member Dealership provides filtering facepieces (dust masks) at the request of an employee or allows an employee to bring their own filtering facepiece (dust mask), into the workplace, Supervision shall ensure that the respirator used does not present a hazard to the health of the employee.

If Supervision has determined that there is no hazard, and the filtering facepiece (dust mask) use is voluntary, then no medical evaluation is required. When an employee is allowed voluntarily use of this type of respirator, Supervision will provide the employee the information contained in 29 CFR 1910.134 Appendix D of the OSHA standard, and will ensure that such respirator use will not itself create a hazard.

A great majority of voluntary use situations involving the use of filtering facepieces (dust masks) involve employee respiratory comfort. For example, some employees who have seasonal allergies may request a mask for comfort when working outdoors, or an employee may request a dust mask for use while sweeping a dusty floor. There are no medical limitations on the use of these respirators, so NFADA STF Member Dealership will allow their use. The employees must ensure that the masks are not dirty or contaminated and that their use does not interfere with the employee's ability to work safely.

B-1C.6 – Employee Training and Conditions

1. Every employee requiring the use of a respirator must be trained and instructed on NFADA STF Member Dealership respiratory program by the Safety Coordinator or responsible Department Head. The Department Head shall have the background knowledge in respirator use, this program and the applicable standards.

2. The following is the minimum training requirements in the use of respirators:

   * Purpose of use of respirators
   * Fitting instructions and sealing tests
   * Respirator inspection
   * Respirator maintenance
   * Proper use of respirators
   * Limitations of respirators
   * Cleaning procedures
   * Respirator storage

3. Training shall include providing the employees the opportunity to handle the respirator, have it fitted properly, test its face-piece-to-face-seal, wear it in normal air for a long familiarity period, and to wear it in a test atmosphere.

4. Every employee who must wear a respirator shall receive fitting instructions. This shall include demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly (personal positive and negative fit testing). Fit testing shall be completed before respirator is allowed to be used using qualitative or quantitative methods as defined by 29CFR1910.134. These employees will be required to sign a training document stating that they have taken the training and fully understand the requirements and uses.

5. Employees who are assigned tasks requiring the use of respirators must first be determined to be physically fit and able by the Dealers' or employees' approved physician. Employee must complete and pass a *Medical Evaluation Questionnaire* administered and reviewed by an *Occupational Medical Service Provider* selected by NFADA STF Member Dealership.

6. Upon review by the *Occupational Medical Service Provider* it is found that the potential user does not meet the requirements of the evaluation for respirator use they must complete a pulmonary and full physical designed for the expectation of respirator usage.

B-1C.7 - Handling of Respirators - ***Per manufacturers recommendations***

The following procedure is for handling of the non-disposable type respirators:

A. Cleaned and disinfected after each use or at a minimum after daily use.

B. Respirators shall be cleaned using specialized cleaning towelettes designed for this equipment. When possible use detergents containing a bactericide.

C. Respirator equipment will be thoroughly rinsed in clean, warm water (130 degrees F max.) to remove detergent cleaner, sanitizer and disinfectant.

D. Equipment shall be allowed to air dry on a clean surface.

B-1C.8 - Inspections

1. Respirators will be inspected before and after each use. All respirators shall be inspected at least monthly to assure satisfactory working condition.

   Cartridge Type Respirators Includes:
   a. Tightness of connections
   b. Conditions of face piece
      i. Excessive dirt, cracks, tears, holes, distortion, improper lenses
   c. Headbands
      i. Breaks, tears, loss of elasticity, broken or missing attachments
   d. Inhalation and Exhalation Valves
      i. Detergent residue, dust, cracks, tears
      ii. Distortion of valve material, missing / defective valve covers
   e. Filter / Canisters
      i. Proper type for present hazard
      ii. Missing or worn gaskets, threads and clamps, cracks, or dents

   Air Supplied Respirators
   a. Conditions of hoses
      i. Breaks, tears, nicks, kinks, gouges, nicks, dents and tightness
   b. Operation of air purifying elements
   c. Regulator settings and valves per manufacturers recommendations.

2. All defects shall be repaired immediately. If an item is defective, it shall be removed from service, tagged with the date, defect, and the name of the last employee to use it. If it is found to be unrepairable it shall be removed from the work site and destroyed.

B-1C.9 - Respirator Maintenance - ***Per Manufacturers instructions***

1. Respirators require periodic repair or replacement of parts. Do not interchange parts of different models as proper safety and warranties will be voided.

2. Stretch and manipulate elastomer parts of respirators to inspect for pliability and prevent them from deteriorating and hardening.

3. Keep a full selection of replacement parts in a clean dry area.

B-1C.10 - Storage of Respirator Equipment - ***Per Manufacturers instructions***

B-1C.11 - Respirator Canister Identification

1. The primary means of identifying a respirator canister shall be by means of properly worded labels. The secondary means of identifying respirator canisters shall be by color code.

2. All respirator canisters shall be properly labeled and colored in accordance with manufacturer and approved methods before they are placed in service and that all labels and colors are properly maintained at all times thereafter until the canisters have completely served their purpose.

B-1C.12 - Special Conditions

1. Facial hair, including beards, sideburns, and mustaches are not permitted. This even includes a few days growth of stubble, which is not permitted. Facial hair does not allow for proper sealing of respirator to face.

2. Standard eyeglasses will not be used with full-face masks. The temple bars or straps will prevent the proper seal of the respirator to the head. Eyeglasses and goggles can be worn with half-face masks, but cannot interfere with respirator seal. For those who need corrective lenses to see, special lenses will be fitted into the full-face respirators.

3. Employees with facial irregularities, including serious scars, severe acne, deep skin creases, prominent cheekbones, lack of teeth or dentures can not be assigned work requiring the use of respirators if irregularity will affect proper seal of respirator.

4. ***A limitation of all respirators is that certain gaseous contaminants can enter the body by routes other than the respiratory tract. Other protection may be needed as required by these conditions.***

C-1
FIRE SAFETY AND PREVENTION

References

OSHA 29CFR 1910 Subpart L
NFPA

C-1.1 - Expectation
To serve as requirements for NFADA STF Member Dealership establishing safety habits regarding fire safety and prevention.

C-1.2 - Duty
Supervisor will be responsible for day-to-day implementation and enforcement of all aspects of this fire safety and prevention program.

NFADA STF Member Dealership expects employees to do everything possible to safeguard their work areas from damage by fire. Employees can help prevent such an emergency by keeping their work area clean and free of debris, and by observing the rules regarding this program

C-1.3 - Procedures - General
This fire safety and prevention program is designed to ensure that all reasonable steps are taken to preserve life and property from exposure to fire hazards. The requirements listed here identify these basic elements and should be a part of every employee's daily responsibilities.

1. All employees should be familiar with the correct procedure to follow if a fire occurs in their work area.

2. The phone number used for fire departments and other emergency response is **911**. This information and the emergency procedure for summoning assistance shall be posted near all phones and/or other strategic locations. Upon detection of a fire, give the alarm according to the established procedures of this program and notify **911.**

3. NFADA STF Member Dealership shall select between training all employees or select employees in regards to using fire extinguishers. **NFADA recommends employees are not provided with training, and shall evacuate facility and allow the local fire department to fight the fire.**

   Employees trained in fire extinguisher use:

   _____ _____ _____
   _____ _____ _____
   _____ _____ _____

4. A monthly self-inspection shall be conducted to identify and correct fire hazards.

5. Exit doors, approved hardware and lock devices, exit signs, passageways and means of emergency exit shall be inspected every 30 days to ensure their proper operation and unobstructed access. It is prohibited to padlock designated fire exit doors.

6. All fire doors shall be maintained in a closed position unless equipped with an automatic door closure controlled by a detector. Operation of the automatic closure shall be inspected and tested monthly.

7. All fire fighting equipment shall be kept free of all obstructions so it is readily accessible.

8. The area beneath open stairs shall not be used for combustible storage.

9. Emergency lighting shall be inspected and tested at periodic intervals to ensure proper operation.

10. Smoking is only allowed outside facility 20 feet from nearest door and away from overhangs.

11. Keep combustible materials at least eighteen (18") away from appliances such as coffee makers, hot plates, space heaters, food, combustibles, chemicals, etc.

12. Strict safety and fire prevention requirements shall be followed under any required shutdown or impairment of an automatic sprinkler system.

13. Procedures to accomplish after hours notification of designated personnel when the facility is closed or operating at less than the normal complement shall be maintained and kept current.

14. Proposed changes in NFADA STF Member Dealership facilities layout, materials, operations, and construction shall be reviewed by the Safety Coordinator as early in the planning stage as possible. This will be required to maintain compliance and verify acceptable safety conditions.

C-1.4 - Classification of Fires

CLASS A FIRES - Ordinary combustible materials such as cloth, paper, wood, etc.
Requires the extinguishing effect of water cooling and / or quenching to control.

CLASS B FIRES - Flammable liquids such as greases, oils, paints, gasoline, etc.
Requires the extinguishing effects such as carbon dioxide and dry chemical (excluding oxygen) smothering and / or blanketing to control. Sand will also be effective.

CLASS C FIRES - All electrical sources. Requires a non-conductive agent such as carbon
dioxide, dry chemical or halon to control. DO NOT use water due to the potential of severe shock.

C-1.5 - Fire Extinguishers

Fire extinguishers are classified on what types of fires they are most effective in handling:

CLASS A EXTINGUISHERS should be used for fires involving ordinary combustibles such as cloth, paper, wood and textiles.

CLASS B EXTINGUISHERS should be used for fires involving flammable materials such as greases, oils, paints, gasoline, lacquer, thinner, etc.

CLASS C EXTINGUISHERS should be used for fires in electrical sources and equipment.

CLASS D EXTINGUISHERS should be used for fires involving metals.

1. All fire extinguishers and fire fighting equipment shall be inspected monthly by designated personnel and yearly by a professional service.

2. Fire extinguishers should be clearly marked showing the type of fire for which it is designed. It is imperative that the right extinguisher is selected for the fire for which it is intended. Use of the wrong extinguisher may spread the fire and can be dangerous to the user.

3. Extinguishers should be placed in accessible locations where they are easily seen.

4. **Within the facility**, portable fire extinguishers for use by employees on Class A fires shall be placed within 75 feet or less of the employee.

5. **Within the facility**, portable fire extinguishers for use by employees on Class B fires shall be placed so that the travel distance from the Class B hazard area to any extinguisher is 50 feet or less.

6. Number and placement of extinguishers depend on the size of the area, type of building construction and combustibility / flammability factor of the contents.

7. Extinguishers weighing less than 40 pounds shall be installed so that the top of the extinguisher is no more than five (5) feet above the floor.

C-1.6 - Combustible and Flammable Materials

1. Procedures shall be established to control the receipt, storage, handling and use of flammable liquids. The use of safety cans for handling separate storage, minimizing concentrations, and proper identification of containers shall be maintained.

2. People instructed in its safe handling and use will supervise all storage, handling and use of flammable liquids and materials.

3. Warnings and "NO SMOKING " signs should be posted in any area where flammable liquids are present. Smoking or the use of an open flame is prohibited within fifty (50) feet of where flammables are being used or where equipment is being fueled.

4. Rubbish, brush, long grass or other combustible material will be removed from immediate areas where flammable liquids are stored or used.

5. Flammable liquids (flashpoints below 100 degrees Fahrenheit) shall be stored or transported only in approved, properly labeled containers.

6. Spills of flammable liquids must be cleaned up immediately.

7. Buildings and rooms shall be ventilated where flammable liquids are stored or used.

8. In buildings, shops and compartments where flammable liquids are handled or stored, a self-closing metal refuse can should be available.

9. For storage of ten (10) or more gallons of flammables a ventilated metal cabinet should be used. Not more than 60 gallons of Class I or Class II liquids, nor more than 120 gallons of Class III liquids may be stored in a storage cabinet. Not more than three such cabinets may be located in a single storage area.

10. Drums and other flammable liquid containers must be tightly capped. This includes empty and filled containers, at all times.

11. Handling of flammable liquids by hand containers must be in an approved safety container, not to exceed five (5) gallon capacity. A safety container is an approved closed container, of not more than five (5) gallons capacity, having a flash-arresting screen, spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.

12. Containers and hoses used in transfer of flammables must be kept in metal contact.

13. If clothing is contaminated with flammable fluids discontinue work until clothes are changed.

14. Oxygen cylinders must be kept at least twenty (20) feet from any flammable storage.

15. Containers of paints, varnishes, lacquers, thinners etc. must be kept tightly closed when not in use, and stored in a cool dry place, apart from other storage. Storage shall be well ventilated, free from heat, smoke, sparks, flame and direct sun.

16. Rags soaked with paint must be stored in ventilated steel containers when not in use.

17. Adequate ventilation must be provided in closed areas where painting is done.

18. Drums used for dispensing hazardous flammable liquids and wastes must be properly grounded. This includes transferring of flammable or combustible paints, solvents, and thinners.

19. Hazardous flammable and combustible liquids and wastes must be kept in designated drums until disposal.

C-1.7 - Transportation of Flammables

1. Combustible liquids, including gasoline and diesel fuel, should not be transported in any vehicle unless they are contained in approved five (5) gallon safety cans. Only UL/FM approved, OSHA compliant safety cans will be used.

2. Five (5) gallon cans will not be transported in any NFADA STF Member Dealership vehicle or equipment unless properly secured.

C-1.8 - Training

1. Employees should be trained annually in proper selection and use of fire extinguishers. Certain employees will be selected to fight or contain a fire while others shall evacuate.

2. The Safety Coordinator shall make sure that specialized training is provided to persons with responsibilities for maintenance of firefighting equipment, evacuation, related systems and supplies.

3. Training records and selection of designated employees to use fire extinguishers shall be kept on file, with a copy kept in the master file of the Safety Coordinator.

C-1.9 - Fire Alarm Systems

Fire alarm systems are used to warn employees of emergency conditions and to trigger an orderly evacuation of the building. These systems also provide the means to activate fire control equipment and notify the fire department and other emergency services. Statutory regulations, fire codes and other local building codes define these requirements.

C-2
EMERGENCY EVACUATION PLAN

References
OSHA 29CFR 1910 Subpart E
NFPA

C-2.1 - Expectation
To serve as requirements for NFADA STF Member Dealership establishing safety habits regarding procedures for emergency evacuation of the facilities.

C-2.2 - Duty
Department Managers will be responsible for day-to-day awareness, implementation and enforcement of all aspects of compliance with the emergency evacuation of their respective facilities. In the case of an emergency, employees shall understand the elements regarding personal evacuation and coordination of the evacuation from the facility with co-workers.

C-2.3 - Postings
NFADA STF Member Dealership emergency action plan shall be posted throughout facility at strategic locations.

C-2.3 - Procedures
It is the responsibility of Department Managers within NFADA STF Member Dealership facilities to ensure that the employees under their supervision know how to get out of the building in the event of a fire emergency. An effective evacuation depends upon both an early warning and employee awareness of the proper procedures to follow.

When a fire alarm sounds or verbal warning (if less than 10 employees) is communicated, all employees shall exit the building in an orderly manner. Employees who find themselves away from their normal work areas during an alarm shall exit the building through the nearest door and walk around the outside of the building to the designated rallying point. Emergency exits and routes leading to them shall remain clearly identified by signs. Signs shall meet current standards in construction, dimensions, lighting and number of signs required by OSHA and applicable safety codes.

Evacuation and fire drills shall be held a minimum once a year.

GENERAL PERSONNEL RESPONSIBILITIES

Managers

- Managers or other designated employee shall verify complete evacuation of the facility.
- Control and direct the evacuation of the area and account for all personnel.
- Inform emergency respondents of the situation and warn of potentially hazardous conditions. If possible close windows and doors.
- Follow the procedures found in this evacuation plan.
- When the fire department arrives the Manager or designee shall meet with the fire department and report status. This may include accounting for personnel; possible fire and location; smoke in hallways, etc.
- Manager or designee who is familiar with the building should be available to the fire department to provide assistance as needed. (keys, building information, utility locations, etc.)

Employees

- Personnel shall take whatever immediate steps necessary and feasible to minimize any hazard in leaving the work area.
- Keep all exits and aisles clear and unobstructed at all times
- When the alarm sounds, conduct an orderly evacuation to the outside and AWAY from the building. Use the closest exit. DO NOT use elevators for evacuation purposes.
- Employees should assemble at a predetermined location for attendance. Meeting locations for the following departments / locations are:

Location	Rallying Point

- If an alarm sounds the following designated employees shall verify evacuation of the identified areas:

Location	Responsibility	Alternate

GENERAL EVACUATION PROCEDURES

Some facilities are equipped with sprinkler systems. Heat and smoke detectors are also installed in such a manner that should one of them be triggered, an audible alarm is sounded. An alarm call is automatically placed to the alarm company. Should a fire be discovered in a building, where an automatic alarm system is not in place or the alarm has not functioned properly, the following procedure should be followed:

- If you observe a fire, immediately go to the nearest **pull box** and signal an alarm. This will initiate evacuation of the affected building. Remain calm and use the RACE procedure as follows:

  R: Rescue anyone in immediate danger.
  A: Sound the Alarm – Go to the closest pull station and activate the alarm
  C: Confine the fire by closing all doors.
  E: Evacuate the building immediately using evacuation procedures.

- If a pull box is not present call **911.** If calling from inside the building is not prudent, evacuate and then call **911.**

- If you hear a fire alarm, immediately evacuate using designated routes for your work area. Do not delay your evacuation by speculating whether or not it is a fire drill. Upon exiting the building, immediately proceed to the designated meeting place for your area and locate Manager or designee. Managers or designees will take attendance and will ensure that all employees are accounted for.

- Some buildings are provided with emergency lights that will automatically come on during a power failure of any type be it a fire or power outage of some nature.

- Supervision along with employees shall assure that assistance is provided to disabled employees for assistance while evacuating.

- Personnel from the departments are responsible for making sure that all visitors to their respective departments have exited the building and are grouped with the department in which they were visiting.

- DO NOT re-enter building until emergency services gives the "all clear" or responsible authority gives similar verbal instructions. Employees should not reenter an evacuated building without authorization from Supervision.

- Ensure that you are familiar with the designated routes for all areas in which you work. **Managers should cover emergency procedures and evacuation routes**

-

with all personnel newly assigned to their area. Annual refresher training is also required.

C-2.4 – Bomb Threat Procedures

1. If answering the phone when a bomb threat is placed, remain calm and obtain as much of the following information as possible: location of potential bomb, detonation, reasons. Try and distinguish the caller's characteristics, including whether they are male or female: have an accent; defined attitude, etc.

2. Immediately activate the fire alarm station or call **911.**

3. When evacuating the building take all personal belongings with you.

4. Evacuate building and get away from the building. Upon exiting the building, immediately proceed to the designated meeting locations for your area and report to Supervision. Supervision or designee will take attendance and will ensure that all employees are accounted for.

5. Names of all employees that came into contact with the threat will be given to authorities.

C-2.5 -Radiological Threat

If a Radiological Threat is found:

1. Immediately shield yourself from the object.

2. Activate fire alarm station or call **911** to notify the authorities of the threat.

3. Evacuate the area and notify Supervision.

4. Supervision shall contact Management and the NFADA STF Member Dealership Safety Coordinator. All employees will immediately evacuate using designated routes for their work area. Upon exiting the building, immediately proceed to the designated rallying points for your area and report to your Manager or direct Supervision. Supervision or designee will take attendance and will ensure that all employees are accounted for.

5. Names of all employees that came into contact with the threat will be given to authorities.

C-2.6 - Suspicious Mail Procedures

SUSPICIOUS MAIL INCLUDING ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained a powdery substance. The purpose of this guide is to provide information and guidance to help deal more effectively with an incident, should one occur.

SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATENING MESSAGE SUCH AS "ANTHRAX".

1. DO NOT PANIC
2. Do not shake or empty the contents of any suspicious envelope or package.
3. Do not carry it, or show others.
4. Put it on a stable surface. Do not sniff, touch, taste, or look closely at it.
5. Alert others in the area; leave the area; close the door and keep others away.
6. Notify available Supervision. Supervision will contact **911** regarding the incident.
7. Wash hands with soap and water.
8. Follow **911** 's instructions.
9. Contact building maintenance to turn off the ventilation system.
10. Compile a list of persons in the room or area.

A list of all persons who were in the room or area when the suspicious letter or package was recognized will need to be provided to the local authorities.

ENVELOPE WITH POWDER OR SUBSTANCE THAT SPILLS OUT

1. DO NOT TRY TO CLEAN UP THE SUBSTANCE.
2. Do not carry it, or show others. Put it on a stable surface. Do not sniff, touch, taste, or look closely at it.
3. Alert others in the area; leave the area; close the door and keep others out.
4. Notify available Supervision. Supervision will contact **911** regarding the incident.
5. Wash hands with soap and water.
6. Follow **911** 's instructions.

C-2.7 – Work Cancellation

A fire, natural disaster or chemical may necessitate the cancellation of work and/or plant shutdown. If the emergency occurs during work hours, Management will determine whether or not to close the facility or modify the work schedule. His / her decision will be communicated through the various Department Managers.

If an emergency occurs **after** work hours and a facility closing/modification of work hours results, the Department Manager shall call affected employees.

C-2.8 - Training

4. Employees should be trained initially and annually regarding evacuation of the building. Fire drills and evacuations shall be conducted once a year at a minimum.

5. The Safety Coordinator shall make sure that specialized training is provided to persons with responsibilities for evacuation.

6. Training records and selection of designated employees to coordinate evacuations shall be kept on file, with a copy kept in the master file of the Safety Coordinator.

C-3
BASIC FIRST AID AWARENESS & MEDICAL SERVICES

References

OSHA 29CFR 1926.23
OSHA 29CFR 1910.151

C-3.1 - Expectation
NFADA STF Member Dealership's awareness program regarding initial response in emergency situations while preparing for professional emergency response or certified first aid.

C-3.2 - Duties
NFADA STF Member Dealership has determined the appropriate emergency facility will be

_____
_____.

Call **911** for emergency and certified first aid response.

C-3.3 - First Aid Kit
An appropriate number and type of first aid kits shall be available in the main facility. The Department Manager shall assure that a complete first aid kit, with contents applicable to the potential hazards of the work area, are immediately available for each area.

Each first aid kit must be provided to meet the individual needs as presented by the potential hazards of the facility. Contact the Department Manager for first aid kits.

C-3.4 – First Aid

C-3.4A - EMERGENCY CONDITIONS

Procedures

A. Immediately call **911** for all medical emergencies and notify Supervision.
B. Notify certified first aid personnel if available.
C. Determine if it is safe to enter the accident area.
D. Unless the situation is life threatening, emergency care shall only be administered by individuals trained in first aid and/or CPR or emergency responders.

C-3.4B – PREPERATORY BASIC FIRST AID

The following information is provided for preliminary general first aid to prevent possible further injury or increase in severity of an emergency condition before proper emergency response arrives. It is not all-inclusive and does not replace the need of an emergency response provider. For your own safety and the safety of your co-worker this general knowledge is provided for recognition of serious situations, as well as non-serious situations that can make a difference between life and death. If a serious situation exists or a situation has the potential to become serious, always contact proper medical help. Always call **911.**

- If available, wear surgical gloves to avoid contamination of the wound and possible exposure to communicable diseases.
- If spine or neck injury is suspected, **DO NOT** move the victim unless a threat of fire, explosion or other life threatening danger exists.

Keep in mind there is the *Good Samaritan Act* that allows for reasonable assistance for response to any emergency situation regardless of availability and wearing of Personal Protective Equipment or waiting for an emergency responder. Even in emergency situations common sense is needed to do whatever it takes to help and protect the injured individual as well as you.

BLEEDING **- SEEK MEDICAL ATTENTION**

- Apply pressure over the wound if bleeding is not too severe.
- Place a compress or pad on the wound and hold or bandage snugly in place.
- If bleeding from a limb and a fracture is not suspected, elevate above heart.

BURNS

Burns are classified by degree (depth to which tissue is injured). First aid treatment of burns is to relieve pain, prevent infection, and prevent loss of body fluids.

- *First degree* - Skin reddened
  Apply or submerge the burned area in cold water.
  Keep area cleaned and apply dressing if necessary.
- *Second degree* - Skin blistered **- SEEK MEDICAL ATTENTION**
  Immerse the burned part in cold water (not ice water).
  DO NOT break blisters.
  DO NOT use antiseptic preparation, ointment or spray.
  If limbs are affected, keep elevated.
- *Third Degree* - Deeper tissue destruction
  SEEK MEDICAL ATTENTION IMMEDIATELY.
  DO NOT remove any particles of charred clothing.
  Cover burns with thick, sterile dressings.

If possible separate fingers and toes and remove jewelry
Keep burned hands above the level of the heart.
Keep burned limbs elevated.
DO NOT allow victim to walk.
Have victims with face burns sit up or prop them up.
DO NOT immerse badly burned area, or apply ice water over it.
DO NOT apply ointment, commercial preparations or grease.

- *Chemical Burns* -
  - **SEEK MEDICAL ATTENTION**
  - Determine specific first aid procedures for any hazardous materials victim has been exposed to and that you may be exposed to through material safety data sheets (MSDS's), etc.
  - Remove all contaminated clothing including shoes, socks and jewelry.
  - Immediately cover burn loosely with a clean, soft cloth and continuously flush for 20 minutes.
  - Do not contaminate skin that has not been in contact with chemical.

CONCUSSIONS

- **SEEK MEDICAL ATTENTION**
- Symptoms vary greatly and are not always immediately apparent.
- Be aware victim may later become unconscious or develop serious symptoms (eye pupils may be unequal in size, or there may be bleeding from ears or nose).
- **If pulse is rapid and weak or if victim is unconscious following a head injury, SEEK MEDICAL ATTENTION IMMEDIATELY.**
- Keep person lying down, with head and shoulders slightly raised, if the face is flushed or normal color. Keep head lower or even if face is pale. Keep victim warm.
- If unconscious DO NOT APPLY HEAT
- If there is suffocation from blood or mucous, lower head and turn slightly to one side to allow mucous to drain.
- DO NOT administer stimulants.

CONVULSIONS

- **SEEK MEDICAL ATTENTION IMMEDIATELY**
- Symptoms consist of paleness in face, which may later become blue, particularly around lips. Twitching may occur or the body may become rigid.
- Loosen clothing.
- Protect victim from striking their head.
- Remove any objects that may harm victim.
- Protect airway.

ELECTRIC SHOCK

- **SEEK MEDICAL ATTENTION IMMEDIATELY**
- De-energize circuit if possible. If scene will place you in danger do not attempt rescue.
- If the victim is in water, make sure there are no exposed wires in or near the water.
- Check the victims pulse and breathing.
- Move the victim only if there is no other way to stop the current flow.

EXPOSURE TO FUMES, VAPORS GASES

- **SEEK MEDICAL ATTENTION**
- If scene allows, move exposed victims to fresh air areas immediately.
- If scene will place you in danger do not attempt rescue.
- Notify responsible party to turn off valves and perform precautionary measures.
- Have victim remove clothes and shower if the fumes, vapors or gases have penetrated clothes and are causing skin irritation.
- Have victim report to physician for examination. Inform physician of the specific fumes, vapors or gas victim was exposed to and provide the appropriate MSDS.
- Some fumes, gases or vapors have delayed reactions. Employee must call physician immediately if any symptoms occur after working hours.

FRACTURES

When there is no break in the skin, a broken bone is a closed (simple) fracture. When there is a wound at the fracture site due to the broken bones piercing the skin, the injury is an open (compound) fracture. Care is given a closed fracture as to not create an open fracture.

- *Basic to all fractures.*
  - **SEEK MEDICAL ATTENTION**
  - Stabilize the injured area.
  - Splint if necessary and only if trained in procedure.
  - DO NOT attempt to straighten a fractured bone.

- *Arm and Leg Fractures*
  - There may be a deformity of the limb at the break
  - Swelling usually appears quickly.
  - Keep the victim lying down and warm.
  - If the victim must be moved, the limb should be splinted.

- *Collar Bone Fracture*
  - The shoulder on the injured side of a collarbone fracture will hang lower when the person sits or stands.
  - Place a pad in the armpit.
  - Make a triangular sling bandage using cloth three (3) feet square and place the arm in a sling.
  - Do not tie the corner that goes across the chest too tightly.

FROST BITE

- **SEEK MEDICAL ATTENTION**
- Warm the effected area parts with passive re-warming.
- **DO NOT** massage effected area.

HEAD INJURY

- **SEEK MEDICAL ATTENTION**
- **DO NOT** allow victim to move their head.
- Control breathing.

HEART ATTACK

Symptoms include:

- Pain or squeezing in the chest
- Irregular Heart Rate
- Sweating
- Anxiety
- Nausea or Vomiting
  - **SEEK MEDICAL ATTENTION IMMEDIATELY**
  - Loosen clothing
  - Administer or assist victim with required medications.
  - Keep victim calm.

HEAT EXHAUSTION *(See Section C-6 of this manual for further information)*

Symptoms include:

- muscular weakness
- dizziness and disorientation
- nausea and vomiting
- staggering
- pale, clammy skin
- headaches
- pulse will be weak and fast and breathing shallow.

  - **SEEK MEDICAL ATTENTION IMMEDIATELY**

- Remove victim from heat.
- Loosen / remove clothing.
- Remove person to circulating air or fan victim without chilling.
- Lie down victim and raise feet from eight (8) to twelve (12) inches.
- Apply cool wet cloths.

HEAT STROKE *(See Section C-6 of this manual for further information)*

Symptoms include:

- Hot, dry skin
- Red skin
- Mental Confusion
- Loss of Consciousness
  - **SEEK MEDICAL ATTENTION IMMEDIATELY.**
  - Remove victim from heat.
  - Loosen victim's clothing and apply cool compresses to neck groin and armpits

HYPOTHERMIA

Symptoms include:

- Disorientation
- Slurred Speech
- Drowsiness
- Uncontrollable Shivering
  - **SEEK MEDICAL ATTENTION**
  - Remove all wet clothing
  - Re-warm victim with passive re-warming.

POISONS (in eye)

Determine specific first aid procedures for any hazardous materials victim has been exposed to and that you may be exposed to through material safety data sheets (MSDS's), etc.

- **SEEK MEDICAL ATTENTION**
- In the case of an eye burn hold victim's eyelid open and flush with a gentle stream of water for fifteen (15) minutes.
- DO NOT use chemicals or drugs in the wash water.

POISONS (inhaled dusts, vapors and gases)

Determine specific first aid procedures for any hazardous materials victim has been exposed to, and you may be exposed to through material safety data sheets (MSDS's), etc.

- **SEEK IMMEDIATE MEDICAL ATTENTION**
- Move the victim to fresh air immediately.
- Open doors and windows.
- Loosen clothing.
- If breathing stops or is irregular, apply artificial respiration if you have been trained.
- If convulsions occur, observe breathing and protect victim from striking their head.
- Keep chin up to keep air passage unobstructed.
- Keep victim warm with blankets, but do not overheat.

POISONS (Swallowed)

Contact Poison Control through 911.

Determine specific first aid procedures for any hazardous materials victim has been exposed to and that you may be exposed to through Material Safety Data Sheets (MSDS's), etc.

A decision has to be made immediately when aiding a person who has swallowed a poison whether to have the person vomit or not. Typically it is best to get rid of the swallowed poison by vomiting with the following exceptions:

1. If the victim is unconscious or in convulsions, due to the possibility of choking to death.
2. If the victim has swallowed a petroleum product such as kerosene, gasoline, or oil. If a label on the container reads "emulsifiable concentrate" or "solution" **DO NOT** induce vomiting.
3. If the victim has swallowed a corrosive poison that is a strong acid or alkali and will burn throat and mouth.

- **SEEK MEDICAL ATTENTION IMMEDIATELY**
- **DO NOT** waste a lot of time inducing vomiting.
- When trying to induce vomiting:
    A. Make sure victim is lying down or kneeling forward. **DO NOT** let victim lie on their back.
    B. Give large amounts of milk or water and then put finger at the back of the victims' throat. Soapy water or strong salt water will also cause vomiting. In an extreme emergency use any source of fairly clean water.

C-3.5 - Emergency Eyewash

In locations within the NFADA STF Member Dealership facilities where there is a hazard of eye injury from splashing of caustic, corrosive, or other eye irritants, an eye wash stations or kits shall be in place or provided within 100 feet or 10 seconds of foot travel.. Employees must be aware of the availability and location of these eye wash stations and/or kits and know how to use them. Eye wash kits must be replaced immediately after each use.

Eyewash kits are designed for immediate flushing of eyes and do not have the water volume to meet first aid eye flushing needs. In most cases flushing of eyes must be done for fifteen minutes after a substance has entered eye(s). Therefore an emergency eyewash station or an appropriate eye flushing facility must be in the immediate vicinity if work involves a hazardous substance that can adversely affect the eyes. Always refer to the applicable Material Safety Data Sheets (MSDS's) for first aid requirements.

C-4
BLOODBORNE PATHOGEN EXPOSURE CONTROL AWARENESS

General Employee

References

OSHA 29CFR 1910.1030

C-4.1 - Expectation
NFADA STF Member Dealership is committed to providing a safe and healthful work environment for all employees. In pursuit of this endeavor, this Bloodborne Pathogen Exposure awareness program is available to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA Bloodborne Pathogens Standard.

C-4.2 - Duties
The NFADA STF Member Dealership Safety Coordinator will maintain this basic written Control Program and include applicable updates regarding new or modified tasks and procedures as required. The Safety Coordinator will be responsible for coordinating training, documenting of training, and making the program available to employees.

The Safety Coordinator will also have the responsibility for written housekeeping protocols and will ensure that effective Bloodborne Pathogen Response Kits are available throughout the facility. These kits include all necessary personal protective equipment (PPE), and labels, as required by the standard. The Safety Coordinator should assure that the bloodborne pathogen response kits are maintained and when possible engineering controls are established.

The Safety Coordinator will be responsible for ensuring that all medical actions required are performed and that appropriate medical records are maintained.

C-4.3 – Employee Exposure Determination
Employees who are identified by job description to have contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in the attached full Exposure Control Program.

- This section is for awareness only, NFADA STF Member Dealership employees should assure that a certified first aid responder or other designated emergency response is contacted through calling **911**. Refer to *Section C-3 – Basic First Aid Awareness & Medical Services* for additional details.

C-4.4 – Awareness Procedures

If an employee of NFADA STF Member Dealership elects to respond to an injury that exposes them to human blood or bodily fluids they should take precautions to protect themselves from contact with the blood and/or bodily fluids.

In a typical case, the employee should wear appropriate gloves and eye protection (the PPE in the Bloodborne Pathogen emergency kit should be used if available), and protect the injured person from further injury (Refer to *Section C–3- Basic First Aid Awareness & Medical Services Program*), call **911**, and remain with injured person until arrival of first aid responders. The employee should take no further action if they are not trained and certified in first aid.

Keep in mind there is the *Good Samaritan Act* that allows for reasonable assistance for response to any emergency situation regardless of availability and wearing of personal protective equipment or waiting for an emergency responder. Even in emergency situations common sense is needed to do whatever it takes to help and protect the injured individual as well as you.

C-4.5 - <u>METHODS OF IMPLEMENTATION AND CONTROL</u>

The following is provided for general information and universal precautions

C-4.5A. *Universal Precautions*

All employees will utilize Universal Precautions. Universal Precautions is an infection control method which requires employees to assume that all human blood and specified human body fluids are infectious for HIV, HBV and other bloodborne pathogens and should be treated accordingly.

C-4.5B. *Employee Personal Protective Equipment (PPE)*

Training will be provided by management in the use of the appropriate personal protective equipment for employee's specific job classifications and tasks they will perform.

Additional training will be provided, whenever necessary, such as if an employee takes a new position or if new duties are added to their current position.

PPE recommended for BBP protection include

Gloves and eye protection should be provided in first aid kits or bloodborne pathogen kits for non-certified initial emergency response while waiting for someone certified in first aid to arrive.

As a general rule, all employees using PPE should observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
- Remove protective equipment before leaving the work area and after a garment becomes contaminated.
- Place used protective equipment in appropriately designed areas or containers when being stored, washed, decontaminated or discarded.

Wear appropriate gloves when it can be reasonably anticipated that you may have contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

Following any contact with blood or any other infectious materials, you should wash your hands and any other exposed skin with soap and water as soon as possible. Employees should also flush exposed mucous membranes (eyes, mouth, etc.) with water.

End of Awareness Section

C-4B
FULL BLOODBORNE PATHOGEN EXPOSURE CONTROL PROGRAM

To be used by employees assigned first aid response and properly trained in bloodborne pathogen control and other employees who have "reasonable anticipated exposure" to bloodeborne pathogens due to their regular job duties. This section includes C-4A. All use of the word " should" found in Section C-4A will be redefined as a mandatory requirements.

C-4.6 - EXPOSURE CONTROL PROGRAM

The NFADA STF Member Dealership Safety Coordinator will maintain the written Exposure Control Program (ECP) and include applicable updates regarding new or modified tasks and procedures as required.

All Exposure Control Program forms shall be available from the Safety Coordinator.

C-4.7 - EMPLOYEE EXPOSURE DETERMINATION

Those employees who are identified by job description to have contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in this ECP.

As a part of the exposure determination section of our ECP, the following is a list of job classifications at our establishment in which employees have occupational exposure:

- **Certified First Aid**
- **Vehicle Cleanup of Blood and Bodily Fluids**
- **RV Technicians *(Recommended)***

C-4.8 - METHODS OF IMPLEMENTATION AND CONTROL

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls we will use and where they will be used are listed below:

- provide personal protective equipment
- provide readily accessible hand washing facilities
- labeling
- equipment decontamination
- placing potentially infectious material in container which prevents leakage

Personal Protective Equipment (PPE)

Appropriate personal protective equipment is required for the following tasks; the specific equipment to be used is listed after the task:

First-aid	gloves-resuscitation mouth pieces
Clean-up	compliance kit, gloves

Certified in First Aid - PPE: Gloves, face shields / mask, eye protection, resuscitation bags, mouthpieces, cleanup materials, compliance kit

Vehicle Clean-up – PPE : Gloves, faceshield / goggles, overalls, compliance kit

Compliance kit and PPE locations.

♦ Contact Department Manager

♦

Never wash or decontaminate disposable gloves for reuse or before disposal.

Wear appropriate face and eye protection such as a mask with glasses with solid side shields or a chin-length face shield when splashes, sprays, spatters, or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose, or mouth.

If blood and other potentially infectious materials penetrate garment, the garment(s) must be removed immediately or as soon as feasible.

C-4.9 – BODY SHOP EMPLOYEES – <u>TWO (2) OPTIONS</u>

1. ***Vehicles shall not be accepted with any blood or body fluids in them. Towing company shall have the responsibility to disinfected vehicle before it is accepted by NFADA STF Member Dealership***

2. ***All employees assigned vehicle clean-up will be offered and encouraged to get the Hepatitis B Vaccination and will be covered under the Exposure Control Program.***

C-4.10 - Training

All employees who have or are reasonably anticipated to have occupational exposure to bloodborne pathogens will receive training coordinated by the GCADA Safety Director.

The training program and materials will cover, at a minimum, the following elements:

- A copy and explanation of the standard
- Epidemiology and symptoms of bloodborne pathogens
- Modes of transmission
- Our Exposure Control Plan and how to obtain a copy
- Methods to recognize exposure tasks and other activities that may involve exposure to blood
- Use and limitations of Engineering Controls, Work Practices, and PPE
- PPE - types, selection, use, location, removal, handling, decontamination, and disposal
- Hepatitis B Vaccine - Training will be given prior to vaccination on its safety, effectiveness, benefits, and method of administration.
- Emergency procedures - for blood and other potentially infectious materials
- Exposure incident procedures
- Post-exposure evaluation and follow-up
- Signs and labels - and/or color coding

An employee training record will be completed for each employee upon completion of training. This document will be kept with NFADA STF Member Dealership Safety Coordinator.

C-4.11 - Hepatitis B Vaccination

GCADA Safe T Training will provide information on Hepatitis B vaccinations addressing its safety, benefits, efficiency, methods of administration and availability. The Hepatitis B vaccination series will be made available at no cost within 10 days of initial assignment to employees who have occupational exposure to blood or other potentially infectious materials unless:

- the employee has previously received the series
- antibody testing reveals that the employee is immune
- medical reasons prevent taking the vaccination; or
- the employee chooses not to participate

All affected employees are strongly encouraged to receive the Hepatitis B vaccination series. However, if an employee chooses to decline HB vaccination, then the employee must sign a statement to this effect.

Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the HB vaccination will be kept by NFADA STF Member Dealership with the employee's other medical records.

C-4.12 - Post Exposure Evaluation and Follow-Up and Procedures for Reporting, Documenting and Evaluating the Exposure

Should an exposure incident occur contact the Department Manager immediately. Each exposure must be documented by the employee on an "Exposure Report Form" available from the NFADA STF Member Dealership Safety Coordinator. The Department Manager will add any additional information as needed.

An immediate confidential medical evaluation and follow up will be conducted by a consulting physician. The following elements will be performed:

- Document the routes of exposure and how exposure occurred.
- Identify and document the source individual, unless the employer can establish that identification is infeasible or prohibited by State or local law.
- Obtain consent and test source individual's blood as soon as possible to determine HIV and HBV infectivity and document the source's blood test results.
- If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infectivity.
- Provide the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious stats.

- After consent, collect exposed employee's blood as soon as feasible after the exposure incident and test blood for HBV and HIV serological status.
- If the employee does not given consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days.

The "Exposure Incident Report" and "Request for Source Individual Evaluation" and "Employee Exposure Follow-Up Record" will be provided by the NFADA STF Member Dealership Safety Coordinator to the employee as so they may bring them along with any other relevant medical information to the medical evaluation. Original copies will be maintained with employee's medical records. The GCADA Safety Director and NFADA STF Member Dealership Safety Coordinator will review the circumstances of the exposure incident to determine if procedures, protocols and/or training need to be revised.

C-4.13 - Health Care Professionals

The NFADA STF Member Dealership Safety Coordinator will ensure that the health care professions responsible for employee's HB vaccination and post-exposure evaluation and follow-up are given a copy of the OSHA Bloodborne Standard. Safety Coordinator will also ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test; and
- relevant employee medical records, including vaccination status

C-4.14 - Health Care Professional's Written Opinion

The NFADA STF Member Dealership Safety Coordinator will provide the employee with a copy of the evaluating health care professional's written opinion within days after completion of the evaluation.

For HB vaccinations, the health care professional's written opinion will be limited to whether the employee requires or has received the HB vaccination.

The written opinion for post-exposure evaluation and follow-up will be limited to whether or not the employee has been informed of the results of the medical evaluation and any medical conditions which may require further evaluation and treatment.

All other diagnoses must remain confidential and not be included in the written report to NFADA STF Member Dealership

C-4.15 – Clean-up Procedures

1. Wear appropriate personal protective equipment (PPE) including:

   Gloves: disposable (single use) gloves, shall be worn. Gloves must be replaced as soon as possible when contaminated.
   Eye and Face Protection (First Aid only): Goggles and disposable masks must be worn.
   Protective Body Clothing: Disposable coveralls must be worn to prevent contamination of employee street clothes.

2. Do not use hands to pick up broken glass or other sharps that may be contaminated. Use brushes, tongs, dust pans or other tools to clean sharps. Disinfect after use. Sharps shall be disposed of in biohazard bags designed for such items that prevent tears and cuts.
3. Cleanup shall be completed using solution defined for bloodborne pathogen cleanup; a 10:1 mix of water to bleach: or 70% alcohol. Disinfectant of materials and PPE can be completed using 70% alcohol, or any other solution listed for such use by EPA.

4. Disinfect goggles and faceshields (unless disposable type) by wiping them with 70% alcohol prior to putting them away.

5. Before leaving work area, remove your personal protective equipment. Dispose of your gloves and overalls in the non-sharps biohazard waste bags. Use an antiseptic solution or towlettes to disinfect your hands immediately after removing your gloves. Wash your hands with non-abrasive soap and water right away, and before leaving work area.

6. Dispose of all contaminated materials in regulated biohazard bags and remove waste from facilities through regulated procedures.

7. In case of accidental spill, immediately notify direct supervision, who will notify the NFADA STF Member Dealership Safety Coordinator who will assess the extent of the problem, direct cleanup or notify authorities if warranted.

C-4.16 - Labeling

The following labeling method(s) will be used at our facility when applicable:

- Red Containers/Red Bags
- Biohazard labels

The Safety Coordinator will ensure warning labels are affixed or red bags are used as required. Employees are to notify Safety Coordinator if they discover unlabeled regulated waste containers.

NOTE: The standard requires that fluorescent orange or orange-red warning labels be attached to: (1) containers of regulated waste; (2) contaminated equipment for repair (portion contaminated); and (6) other containers used to store, transport, or ship blood or other potentially infectious materials.

These labels are not required when: (1) red bags or red containers are used; (2) individual containers of blood or other potentially infectious materials are placed in a labeled container during storage, transport, shipment or disposal. The warning label must be fluorescent orange or orange-red, contain the biohazard symbol and the word "BIOHAZARD" in a contrasting color, and be attached to each object by string, wire, adhesive, or other method to prevent loss or unintentional removal of the label.

C-4.17 – Recordkeeping

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910. Safety Coordinator is responsible for maintenance of the required medical records.

In addition to the requirements of 29 CFR 1910, the medical record will include:

- The name and social security number of employee;
- a copy of the employee's Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
- a copy of all results of examinations, medical testing, and follow-up procedures as required by the standard;
- a copy of all health care professional's written opinion(s) as required by the standard.

All employee medical records will be kept confidential and will not be disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by the standard or as may be required by law.

Employee medical records shall be maintained for at least the duration of employment plus 30 years. Employee medical record shall be provided upon request of the employee or to anyone having written consent of the employee within 16 working days.

Training Records

The Safety Coordinator will maintain bloodborne pathogen training records at Safety Coordinator. The training record shall include:

- the dates of the training sessions;
- the contents or a summary of the training sessions;
- the names and qualifications of persons conducting the training;
- the names and job titles of all persons attending the training sessions.

Training records will be maintained for a minimum of three (3) years from the date on which the training occurred. Employee training records will be provided upon request to the employee or the employee's authorized representative.

C-5
ASBESTOS AWARENESS

References
OSHA 29CFR 1910.1001 Appendix F

C-5.1 - Expectations

Workers engaged in the maintenance and repair of automobile and truck brake linings are exposed to potentially hazardous levels of airborne asbestos dust. Specific brake servicing operations include blowout of automobile drum brake assemblies; grinding of used brake linings, and beveling of new brake linings. Studies have shown that average peak asbestos air concentrations for these three activities based on personal samples taken within ten feet of the operator were, respectively, 10.5, 3.75, and 37.3 fibers (>5 microns in length) per ml. An analysis of samples of brake drum dust revealed that almost all of the asbestos fibers found were shorter than 0.4 microns in length. The present findings indicate that enough asbestos is preserved to produce significant exposures during certain brake servicing procedures.

C-5.2 - Duties

Supervision

Supervision shall take necessary steps and precautions as outlined within this program to fully protect the employee from asbestos.

Contractors

When working within the facility, contractors working with asbestos shall establish control methods that will include effective engineering controls, use of personal protective equipment and proper training of the employee. This will be accomplished by gaining full knowledge of the facility regarding existence or potential existence of, floor tiles, insulation, coatings, sealant, piping, etc. This knowledge will be gained through engineering reports, history of specific buildings, type of work being completed, experience, training, etc.

Employee

When working on a project that has the potential to have airborne asbestos fibers, the employee shall abide by all the regulations as included in this program and as directed by responsible supervision. The employee shall be properly trained in all aspects of this program.

C-5.3 - General

Asbestos fibers enter the body by inhalation of airborne particles or by ingestion and can become embedded in the tissues of the respiratory or digestive systems. Years of exposure to asbestos can cause numerous disabling or fatal diseases. Among these diseases are asbestosis, lung cancer, mesothelioma, and gastrointestinal cancer.

C-5.4 - Definitions

Asbestos
Includes chrysolite, amosite, crocidolite, tremolite, asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that have been chemically treated and/or altered.

Asbestos-containing material (ACM)
Any material containing more than one percent asbestos.

Authorized person
Any person authorized by the employer and required by work duties to be present in regulated areas.

High-efficiency particulate air (HEPA) filter
A filter capable of trapping and retaining at least 99.97 percent of all mono-dispersed particles of 0.3 micrometers in diameter.

Presumed Asbestos Containing Material (PACM)
Thermal system insulation and surfacing material found in buildings constructed no later than 1980.

C-5.5 - Permissible Exposure Limits (PELS)

NFADA STF Member Dealership shall ensure that no employee is exposed to an airborne concentration (permissible exposure limit (PELS)) of asbestos in excess of:

- Time-weighted average limit (TWA). NFADA STF Member Dealership shall ensure that no employee is exposed to an airborne concentration of asbestos in excess of 0.1 fiber per cubic centimeter of air as an eight (8)-hour time-weighted average (TWA).

- Excursion limit. NFADA STF Member Dealership shall ensure that no employee is exposed to an airborne concentration of asbestos in excess of 1.0 fiber per cubic centimeter of air (1 f/cc) as averaged over a sampling period of thirty (30) minutes.

C-5.6 - Exposure Monitoring/ Medical Surveillance

Determinations of exposure shall be made from breathing zone air samples that are representative of the 8-hour TWA and 30-minute short-term exposures of each employee.

Representative 8-hour TWA employee exposures shall be determined on the basis of one or more samples representing full-shift exposures for each shift for each employee in each job classification in each work area. Representative 30-minute short-term employee exposures shall be determined on the basis of one or more samples representing 30 minute exposures associated with operations that are most likely to produce exposures above the excursion limit for each shift for each job classification in each work area.

C-5.7 - Monitoring.

Initial

NFADA STF Member Dealership shall perform initial monitoring of employees who are, or may reasonably be expected to be exposed to airborne concentrations at or above the TWA permissible exposure limit and/or excursion limit.

Periodic

After the initial determinations samples shall be of such frequency and pattern as to represent with reasonable accuracy the levels of exposure of the employees. In no case shall sampling be at intervals greater than six months for employees whose exposures may reasonably be foreseen to exceed the TWA permissible exposure limit and/or excursion limit.

Changes in Frequency.

If either the initial or the periodic monitoring statistically indicates that employee exposures are below the TWA permissible exposure limit and/or excursion limit, the monitoring may be discontinued for those employees whose exposures are represented by such monitoring.

Additional Monitoring.

NFADA STF Member Dealership shall institute the exposure monitoring whenever there has been a change in the production, process, control equipment, personnel or work practices that may result in new or additional exposures above the TWA permissible exposure limit and/or excursion limit or when the NFADA STF Member Dealership has any reason to suspect that a change may result in new or additional exposures above the PEL and/or excursion limit.

C-5.8 - Method of Monitoring.
All samples taken shall be personal samples collected following OSHA regulated procedures. All samples taken to satisfy the monitoring requirements shall be evaluated using the OSHA Reference Method (ORM) or an equivalent counting method. If an equivalent method to the ORM is used, NFADA STF Member Dealership shall ensure that the method meets OSHA defined criteria.

Employee notification of monitoring results.
NFADA STF Member Dealership shall, within 15 working days after the receipt of the results of any monitoring performed under the standard, notify the affected employees of these results in writing either individually or by posting of results in an appropriate location that is accessible to affected employees.

This written notification shall contain the corrective action being taken by NFADA STF Member Dealership to reduce employee exposure to or below the TWA and/or excursion limit, wherever monitoring results indicated that the TWA and/or excursion limit had been exceeded.

C-5.9 – Recommended Procedures for Asbestos Brake and Clutch Servicing
This mandatory specification regarding engineering controls and work practices must be implemented during automotive brake and clutch inspection, disassembly, repair, and assembly operations.

Proper use of these engineering controls and work practices by trained employees will reduce asbestos exposure below the permissible exposure level during clutch and brake inspection, disassembly, repair, and assembly operations. If possible, an area shall be designated for all brake and clutch repairs. Entrances into this area shall be posted with an asbestos exposure warning sign as follows:

Asbestos
Dust Hazard
Avoid Breathing Dust
Wear Assigned Protective Equipment
Do Not Remain in Area Unless Your Work Requires It
Breathing Asbestos Dust May Cause Asbestosis and Cancer

NFADA STF Member Dealership shall institute engineering controls and work practices using either the method set forth in paragraph [A] or paragraph [B], or any other method which can demonstrate to be equivalent in terms of reducing employee exposure to asbestos as defined and which meets the requirements described in paragraph [C]. Facilities in which no more than 5 pairs of brakes or 5 clutches are inspected, disassembled, reassembled and/or repaired per week, the Spray Can / Solvent Method set forth in paragraph [D] may be used:

[A] Negative Pressure Enclosure/HEPA Vacuum System Method

1. The brake and clutch inspection, disassembly, repair, and assembly operations shall be enclosed to cover and contain the clutch or brake assembly and to prevent the release of asbestos fibers into the worker's breathing zone.

2. The enclosure shall be sealed tightly and thoroughly inspected for leaks before work begins on brake and clutch inspection, disassembly, repair, and assembly.

3. The enclosure shall be such that the worker can clearly see the operation and shall provide impermeable sleeves through which the worker can handle the brake and clutch inspection, disassembly, repair and assembly. The integrity of the sleeves and ports shall be examined before work begins.

4. A HEPA-filtered vacuum shall be employed to maintain the enclosure under negative pressure throughout the operation. Compressed air may be used to remove asbestos fibers or particles from the enclosure.

5. The HEPA vacuum shall be used first to loosen the asbestos-containing residue from the brake and clutch parts and then to evacuate the loosened asbestos containing material from the enclosure and capture the material in the vacuum filter.

6. The vacuum's filter, when full, shall be first wetted with a fine mist of water, then removed and placed immediately in an impermeable container, labeled according to paragraph (j)(4) of this section and disposed of according to paragraph (k) of this section.

7. Any spills or releases of asbestos containing waste material from inside of the enclosure or vacuum hose or vacuum filter shall be immediately cleaned up and disposed of according to paragraph (k) of this section

[B] Low Pressure/Wet Cleaning Method

1. A catch basin shall be placed under the brake assembly, positioned to avoid splashes and spills.

2. The reservoir shall contain water containing an organic solvent or wetting agent. The flow of liquid shall be controlled such that the brake assembly is gently flooded to prevent the asbestos-containing brake dust from becoming airborne.

3. The aqueous solution shall be allowed to flow between the brake drum and brake support before the drum is removed.

4. After removing the brake drum, the wheel hub and back of the brake assembly shall be thoroughly wetted to suppress dust.

5. The brake support plate, brake shoes and brake components used to attach the brake shoes shall be thoroughly washed before removing the old shoes.

6. In systems using filters, the filters, when full, shall be first wetted with a fine mist of water, then removed and placed immediately in an impermeable container, labeled and disposed.

7. Any spills of asbestos-containing aqueous solution or any asbestos-containing waste material shall be cleaned up immediately and disposed of

8. The use of dry brushing during these operations is prohibited.

[C] Equivalent Methods

An equivalent method is one which has sufficient written detail so that it can be reproduced and has been demonstrated that the exposures resulting from the equivalent method are equal to or less than the exposures which would result from the use of the method described in paragraph [A] of this appendix. For purposes of making this comparison, the employer shall assume that exposures resulting from the use of the method described in paragraph [A] of this appendix shall not exceed 0.016 f/cc, as measured by the OSHA reference method and as averaged over at least 18 personal samples.

[D] Wet Method.

1. A spray can / solvent system shall be used to first wet the brake and clutch parts. Then, the brake and clutch parts shall be wiped clean with a cloth.

2. The cloth shall be placed in an impermeable properly labeled container, and then disposed of, or the cloth shall be laundered in a way to prevent the release of asbestos fibers in excess of 0.1 fiber per cubic centimeter of air.

3. Any spills of solvent or any asbestos containing waste material shall be cleaned up immediately.

4. The use of dry brushing during the wet method operations is prohibited.

C-5.10 - Asbestos Discovery in Facilities

If, in the process of completing assigned work, ACM and/or PACM is discovered in the building, the employee shall inform the Department Manager of the finding. The Department Manager shall verify the finding and convey the information concerning the presence, location and quantity of such newly discovered ACM and/or PACM to management and to other contractors at the work site within 24 hours of the discovery. All work in this area shall be discontinued and all employees removed until the area is approved for re-entry through abatement, designation that the PACM does not contain asbestos, the use of personal protective equipment, engineering controls, etc.

C-6.11 - Training

NFADA STF Member Dealership Department Managers and employees assigned duties, which expose them to asbestos, shall have general knowledge in the following:

- identifying asbestos and materials potentially containing asbestos;
- procedures to take in case of asbestos discovery;
- the health effects associated with asbestos exposure;
- methods of engineering and control;
- proper personal protection required;
- the appropriate work practices;
- monitoring methods and acceptable exposure levels;
- the requirements of posted signs and affixed labels and the meaning of the required legends for such signs and labels.
- information contained in this program and;
- OSHA 29 CFR Part 1910.1001.

Employees of NFADA STF Member Dealership who will be working in proximity to asbestos work, shall be trained by the Department Managers on these same items before any work can begin.

C-6
HEAT STRESS

References
General Duty

C-6.1 - Expectation
To serve as requirements for the NFADA STF Member Dealership establishing safety habits regarding procedures protecting the employers from heat stress. If a job entails vigorous activity in a hot climate, heat stress can be a major occupational hazard.

C-6.2 - Duty
The NFADA STF Member Dealership employees are encouraged to use common sense and the reasonable work practices described in this policy to minimize the effects of heat stress.

C-6.3 – Heat Stress Factors

Four (4) environmental factors can affect working in hot weather:

- Temperature,
- Humidity,
- Radiant heat, and
- Air movement.

There are also personal characteristics that are important such as age, weight, fitness, medical condition, and acclimation (getting used to high heat).

In order to maintain our body temperatures at a constant temperature, the body must release the heat. This is carried out through blood circulation and sweating. Once your body temperature reaches 98.6F, your heart begins to pump more blood through the circulatory system. Blood vessels expand and allow more blood flow to the skin surface where the excess heat can be released through the skin.

If this process is not enough to cool the body, your brain tells your sweat glands in the skin to release large quantities of sweat onto the skin surface. As the sweat evaporates it cools the skin by eliminating heat from the body. In environments with high humidity this process is hindered because the evaporative process is decreased and it is harder for

the body to cool itself. In addition, when muscles are being used for physical labor, less blood is available to flow to the skin and release heat.

The problems resulting from this situation can range from being uncomfortable to death. With so much blood being pumped to the skin it is hard for the body to maintain its normal functions. Increased body temperature and physical discomfort promote irritability, anger, and other emotional states, that can cause workers to bypass safety procedures or to lose concentration while performing hazardous job functions.

C-6.4 -Heat Disorders

The following is a description of the potential harmful effects of heat courtesy of the New York State Department of Transportation and the Occupational Safety and Health Administration (OSHA). The following are listed from the most dangerous to the least dangerous:

Heat Stroke is caused by failure of the body's internal mechanism to regulate its core temperature. Sweating stops and the body can no longer rid itself of excess heat. Signs include (1) mental confusion, delirium, loss of consciousness, convulsions or coma; (2) body temperature of 106 degrees F or higher; and (3) hot dry skin which may be red, spotted, or bluish.

If a worker shows signs of possible heat stroke, obtain professional medical treatment immediately. The employee should be placed in a shady area and the outer clothing should be removed. The worker's skin should be wetted and air movement around the worker should be increased to improve evaporative cooling until professional medical treatment arrives and the seriousness of the condition can be assessed. Fluids should be replaced as soon as possible.

Regardless of the worker's protests, no employee suspected of being ill from heat stroke will be sent home or left unattended unless a physician has specifically approved such an order.

Heat Exhaustion results from loss of fluid through sweating and failure to drink enough fluids, and/or take in enough salt. An individual with heat exhaustion experiences extreme fatigue, giddiness, nausea, or headache. Skin is clammy and moist, complexion pale or flushed, and body temperature normal or slightly higher. Treatment is usually simple: rest in a cool place and drink water or, if available, an electrolyte solution to quickly restore potassium, calcium, and magnesium salts. Severe cases of vomiting or loss of consciousness require medical attention.

Heat Cramps are usually caused by performing hard physical labor in a hot environment. These cramps have been attributed to an electrolyte imbalance caused by sweating. Cramps can be caused by both too much and too little salt. Cramps appear to be caused by the lack of water replenishment. Thirst cannot be relied on as a guide to the need for water; instead, water must be taken every 15 to 20 minutes in hot environments. More serious cases require medical attention.
Under extreme conditions, such as working long hours in heavy protective gear, a loss of sodium may occur. Drinking commercially available carbohydrate-electrolyte replacement liquids is effective in minimizing physiological disturbances during recovery.

Heat Collapse ("Fainting"). In heat collapse, the brain does not receive enough oxygen because blood pools in the extremities. As a result, the exposed individual may lose consciousness. This reaction is similar to that of heat exhaustion and does not affect the body's heat balance. However, the onset of heat collapse is rapid and unpredictable. To prevent heat collapse, the worker should gradually become acclimatized to the hot environment. Always seek medical attention if fainting occurs.

Heat Rashes (Prickly heat) are the most common problem in hot work environments. Prickly heat is manifested as red papules and usually appears in areas where the clothing is restrictive. As sweating increases, these papules give rise to a prickling sensation. Prickly heat occurs in skin that is persistently wetted by unevaporated sweat, and heat rash papules may become infected if they are not treated. In most cases, heat rashes will disappear when the affected individual returns to a cool environment.

Heat Fatigue - A factor that predisposes an individual to heat fatigue is lack of acclimatization. The use of a program of acclimatization and training for work in hot environments is advisable. The signs and symptoms of heat fatigue include impaired performance of skilled mental, or vigilance jobs. There is no treatment for heat fatigue except to remove the heat stress before a more serious heat-related condition develops.

C-6.5 - Protection from Heat

Most heat-related health problems can be prevented, or risk of developing them reduced, by initiating the following *National Institute of Occupational Safety and Health (NIOSH)* recommended precautions to lessen the effect of heat on the body:

- Engineering Controls / Change of Environment
  The best ways to reduce heat stress is to minimize heat in the workplace. This can be done with the use of fans, air conditioning, relocation of work duties, etc. However, there are some work environments where heat production is difficult to control, such as when the workplace itself is outdoors and exposed to varying warm weather conditions.

- Acclimation

The adjustment of the human body to excessive heat, under normal circumstances, usually takes about 5 to 7 days, during which time the body will undergo a series of changes that will make continued exposure to heat more endurable. On the first day of work in a hot environment, the body temperature, pulse rate, and general discomfort will be higher. With each succeeding daily exposure, all of these responses will gradually decrease, while the sweat rate will increase. When the body becomes acclimated to the heat, the worker will find it possible to perform work with less strain and distress.

- Work Practices
  Avoiding or shielding oneself from the sun; use of power tools to reduce exertion; and personal cooling devices or protective clothing can reduce the hazards of high heat.

- Awareness

Awareness is vital. Replace fluids and salt lost; recognize symptoms; and monitor water weight loss to guard against dehydration. Older, overweight individuals, and those on certain medications, are at greater risk.

- Water

In the course of a day's work in the heat, a worker may produce as much as 2 to 3 gallons of sweat. Therefore it is essential that water intake during the workday be about equal to the amount of sweat produced. Most workers exposed to hot conditions drink less fluids than needed because of an insufficient thirst drive. Do not depend on thirst to signal when and how much to drink. Instead drink 5 to 7 ounces of fluids every 15 to 20 minutes to replenish the necessary fluids in the body. There is no optimum temperature of drinking water. Whatever the temperature of the water, it must be palatable and readily available to the worker. Individual drinking cups should be provided. Never use a common drinking cup.

- Replenishing Body Salts

The average American diet contains sufficient salt for acclimatized workers even when sweat production is high. If, for some reason, salt replacement is required, the best way to compensate for the loss is to add a little extra salt to the food. Salt tablets should not be used.

Summary for Staying Cool in Hot Environments

- **Drink a lot of cool water all day, before you feel thirsty. Every 15 minutes, you may need a cup of water (5 to 7 ounces).**
- Keep taking rest breaks. Rest in a cool, shady spot. Use fans.
- Wear light-colored clothing, made of cotton.
- Work in the shade.
- For heavy work in hot areas, take turns with other workers, so some can rest.
- If you travel to a warm area for a new job, you need time for your body to get used to the heat. Be extra careful the first 2 weeks on the job.
- If you work in protective clothing, you need more rest breaks. You may also need to check your temperature and heart rate.
- *Always be aware of the symptoms of the various heat disorders.*

D-1
ELEVATED WORK

References

OSHA 29CFR 1910 Subpart D

D-1.1 - Expectation
This program serves as the basic NFADA STF Member Dealership requirements for working above floors and lower levels.

D-1.2 - Duty
It is each employee's responsibility in following every safety precaution when working in an elevated position. Employees of NFADA STF Member Dealership shall be trained in all safety aspects of working on ladders or other elevated locations. It is the responsibility of supervision that the safety precautions are in place and followed at all times.

D-1.3 – Fall Protection
Floor Openings

Every stairway floor opening shall be guarded by a standard railing. The railing shall be provided on all exposed sides (except at entrance to stairway). For infrequently used stairways where traffic across the opening prevents the use of fixed standard railing (as when located in aisle spaces, etc.), the guard shall consist of a hinged floor opening cover of standard strength and construction and removable standard railings on all exposed sides (except at entrance to stairway).

Protection of open-sided floors, platforms, and runways.

Every open-sided floor or platform 4 feet or more above adjacent floor or ground level shall be guarded by a standard railing on all open sides except where there is entrance to a ramp, stairway, or fixed ladder. The railing shall be provided with a toeboard wherever, beneath the open sides, persons can pass, there is moving machinery, or there is equipment with which falling materials could create a hazard.

D-1.4 - Ladders

1. Only approved ladders meeting minimum government standards shall be used by NFADA STF Member Dealership employees.

2. Before any ladder may be used a thorough inspection must be performed. The inspection should include checks on defective steps; defective side rails; loose or missing parts and connecting hardware; presence of grease or oil; damaged metal support bars and spreader bars on stepladders; damaged or missing feet on extension ladders; defective ropes, pulleys, locks and guide rails on extension ladders; heat or shock damage and overall operational conditions.

3. Ladders shall not be put into use until all the previous conditions have been rectified for safe use. Tag, remove from service and cut up all ladders not viable for repair and dispose of. Temporary repairs on ladders are not acceptable and will not be completed.

4. Full body harness, lanyard and appropriate anchorage point must be used if ladder user must lean more than ½ width of their torso to either side of ladder. Lanyard must be anchored to a structural member that can withstand 5000 pounds of fall arrest impact load.

D-1.3A - Operation

1. Ladder shall be placed on a clean, firm, level, dry surface and only be used when on a fixed floor or platform and in an upright position.

2. No more than one person shall be on a portable ladder at any time unless designed for such use.

3. Both hands shall be placed on rungs or side rails when ascending or descending a ladder. Always face the ladder when ascending or descending ladder. Keep your body centered on ladder at all times. Tools and materials should be stored in an approved safety belt while ascending or descending and not in your hands.

4. Position ladder so that work is within arms' length. If you must reach further the ladder must be repositioned.

5. If a ladder must be positioned in front of a door or area of egress the area must be blocked, barricaded, blocked or locked while in place.

6. Do not use a metal ladder near electrical components.

Ladders must be stored in a clean, dry location free of excess heat, chemicals and solvents. When stored in a horizontal position, the ladder should be braced at an adequate number of points to prevent sag. In general, use only ladders for the application they are designed for. In any case where a ladder has been found defective in any way it must be, repaired or disposed of.

D-1.3B – <u>Stepladders</u>

1. Make sure the spreader bars are fully extended and locked into place. Do not stand on top of ladder or the last step.

2. Stepladders shall be only used as designed and not as a straight ladder. Stepladders shall not exceed twenty (D-1) feet in length.

3. Materials will not be stored on top of ladder and any tool or material must be brought down off of ladder when not in use. Use only the designed step side of ladder when ascending or descending ladder and not the other side.

D-1.3C <u>Extension and Straight Ladders</u>

1. The ladder shall be erected so that the top section (the fly) is above and resting on the bottom section (the base) with locks engaged.

2. Ladders shall be set at the angle of **75** degrees. To accomplish this, determine the total working length of the ladder and place the base of the ladder one quarter of this distance from the vertical support.

3. Tie off ladder at top to beams or other structural member to keep ladder in place when possible. If not possible a second person must hold ladder at its base.

4. Do not stand on any of the top three rungs of the ladder.

5. When a ladder is used to gain access to another level it shall be erected so a minimum of three (3) feet of the end of the ladder shall extend above the roof or vertical support and tied off.

D-2
HAND, POWER TOOLS and MACHINERY

References
OSHA 29CFR 1910 Subpart P

D-2.1 - Expectation
To serve as minimum requirements for NFADA STF Member Dealership regarding handling and working with hand and power tools.

D-2.2 - Duties
Supervision is responsible for providing safe working tools for use by employees under their control and for implementation and verification of safety compliance.

All employees are responsible for understanding the correct use and safety associated with the use of hand and power tools.

D-2.3 - Operation - General
1. Select the right tool for the job. Only approved hand or power tools, in good condition, shall be used. All tools shall be used in accordance with the manufacturers' safety and maintenance instructions.

2. Employees shall report any defective tool to their immediate supervision. Any defective tool shall be tagged and removed from service immediately.

3. Supervision shall verify the condition and proper safe use of employee owned tools. Any improper or defective employee owned tools / cords will be removed from site or disposed of by employee.

4. Tools and machinery with power supply deactivated, unplugged, etc., when servicing or adjusting.

5. Never remove an electrical cord or power tool ground plug.

6. Electrical extension cords and trouble lights shall be inspected before and after each use and on a monthly basis.

7. Tools will not be left in an elevated location where they may create a falling hazard.

8. No employee shall create a condition where an injury may occur to themselves or others if a tool may slip.

D-2.4 - Hand Tools

1. Check the head of each tool before use, including hammers, punches, chisels, malls, bars and the like for mushrooming and have the tool dressed or replaced if necessary.

2. Sharpen edges of cutting tools and carry tool with the sharp edge down. Store sharpened tool in a manner to prevent injury to persons or damage to materials or the tool.

3. Tools with wooden handles should have handles sanded as needed to prevent against splinters.

4. Check tool handle for tightness before use.

5. Files shall not be used without proper handles.

6. Employees shall only use properly insulated tools when working around energized electrical circuits or equipment.

7. Employees will avoid the use of metal measuring tape, fabric tapes with woven metal strands, rope with wire cord, or any other tools and equipment that have conductive properties while working around energized electrical circuits or equipment.

8. Tools shall be returned to their proper place after use.

9. As determined by the personal protective equipment assessment, clean, shatterproof goggles shall be worn when using chisels, punches, wedges or any tool that may create flying particles or potential eye injury from use. When others are working in the area they must also wear eye protection.

D-2.5 - Power Tools – General

1. Employees shall inspect hand held power tools on a regular interval basis.

2. When power operated tools are designed to accommodate guards; the guards shall be in place when in use.

3. Hand held power tools should be equipped with a constant pressure switch that will shut off the power when the pressure is released.

4. All power tools shall be used in accordance with the manufacturers' safety and maintenance instructions found in the manuals supplied with the tools.

D-2.6 - Electric Power Tools and Equipment

1. All portable electric hand tools shall meet one of the following specifications:

    - Double insulated type and permanently labeled as double insulated.
    - Equipped with three-wire cord having the ground permanently connected to the tool frame and a means for grounding the other end.
    - Connected to the power source by means of an isolating transformer or other isolated power supply.

2. Use of Ground Fault Interrupters

    - All 120V single-phase portable electric power tools, extension cords or electric lighting, when used outdoors, in wet conditions or in a construction area, shall be supplied through a ground fault interrupter unless supplied by an isolated source.
    - The ground fault interrupter, where required, shall be utilized as close to the power source as practical.
    - Portable ground fault interrupters shall be tested before each use.

3. Each electrical tool or machine should be inspected before they are used for cord damage, proper ground connections, etc.

4. Unplug the tool before servicing the electrical tool including changing drill bits, changing blades, etc.

5. Extension cords used by employees must have the three-conductor type with matching plug and receptacle and only used fro temporary work only.

D-2.7 Compressed Air and Pneumatic Tools

1. Compressed air shall not be used for cleaning purposes except where pressure is reduced to less than 30 psi.

2. Compressed air will not be used for cleaning clothing.

3. All air hoses and connections will be inspected before use and at regular intervals and replaced when found defective.

4. Pneumatic power tools shall be secured to the hose by some positive means such as safety clips or retainers.

5. The pressure shall be shut off and the air exhausted from the line before disconnecting the line from any tool or connection. The exception to this is when Quick-Disconnects and check valves are installed.

D-3
HOT WORK

References
OSHA 29CFR 1910 Subpart Q

D-3.1- Expectation
To serve as NFADA STF Member Dealership safety program for safe welding, soldering, cutting, and general hot work.

D-3.2 - Duty
Department Managers are responsible for all safety aspects of the hot work program and its implementation. Welding and cutting information is provided for awareness to employees in proximity to related work activities.

D-3.3 - Operation - General
1. Only NFADA STF Member Dealership employees who have been properly trained and qualified shall perform welding and cutting operations.

2. Combustible materials must be protected or removed from place where the flame or arc is present. Protection can be in the form of a welding blanket if vapors or gases are not present.

3. It is forbidden to have an arc or flame operation in an area where painting is being done or where combustible dusts or flammable liquids are present.

4. A qualified person must be posted as a fire watch with suitable fire extinguishing equipment during all flame or electric arc work and for 30 minutes after such work. Also refer to *Section C-1 - Fire and Safety Prevention Program.*

5. Only equipment that is approved and in proper working condition shall be used.

6. Proper mechanical ventilation and or respiratory equipment must be provided when welding or cutting hazardous materials such as stainless steel, galvanized material, cadmium, zinc, etc. and when in confined spaces.

7. An approved helmet type faceshield with proper shade of filter lens shall be worn when welding. When helmet is lifted to inspect work, and no other eye protection is being worn, safety glasses, full faceshield or goggles shall be worn.

8. An employee assisting a cutting operation shall wear a full faceshield, handshield or goggles with proper shade of filter lens. When assisting, the helper must block his eyes from the arc flash unless they are wearing proper lens shade protection.

9. Safety goggles or glasses meeting ANSI requirements and a full faceshield shall be worn for all grinding, sanding or chipping operations.

10. Hearing protection shall be worn at all times while grinding, sanding or when cutting with plasma-arc or arc air.

11. In order to suitably block and absorb rays from welding arc, employees should wear moderately heavy and preferably dark-colored clothing while welding. Shirt collars and cuffs should be buttoned, and pockets on the front of coveralls should be sealed or removed. A leather or nonflammable fabric skullcap should be worn under the welding helmet. In addition approved heat and burn resistant gloves shall be worn.

12. Safety shoes or metatarsal foot protection shall be worn. *See Section B-1 - Personal Protection Equipment* for further information.

13. Butane lighters shall not be located on employee or within area while welding or completing other hot work.

14. These and the following conditions are minimum requirements to follow. If the situation calls for special actions, modify the responsibilities to meet these conditions.

D-3.4 - Oxy-acetylene torches

1. All gas cylinders must be secured in an upright position. When in storage the protective cap must be on the gas cylinder. Never lift a cylinder by the protective cap. Oxygen and acetylene shall always be transported in a chained or otherwise secured upright position.

2. Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.

3. Use suitable hand trucks or racks for moving cylinders.

4. Hoses must be easily discernible and connections are not allowed to be interchanged. All connections must be clean. Hoses shall not be laid across traffic areas.

5. A backflow prevention device or flame arrestor is recommended on the mixing tube of all torches or “bottled” systems and required on all manifolds or “plumbed” systems.

6. Oxygen shall not be used to clean clothing or to blow materials from the work area.

D-3.5 - Electric Arc Welders

1. All arc welding must be protected by shields or curtains made of non-combustible material. This is to insure prevention of viewing arc without eye protection. The nearest safe distance for viewing an arc with the unprotected eye is forty (40) feet.

2. Remove electrodes when holders are left unattended. Place or protect the holders so that they cannot make contact with each other, people or conductive material.

3. Inspect welding cable to insure cable is properly insulated. If a cable needs to be spliced and repaired the repair must have insulation with a resistance equal to or greater than the original insulation. No splices within 10 feet of holder.

D-3.6 - Liquid Fueled Heaters

1. Fuel storage must be located away from any heat source and protected from potential damage.

2. All liquid fuels utilized for these heaters must have a flashpoint of 100 degrees or more.

3. Refueling of heaters can only be completed after the heater has been off for a minimum of 15 minutes.

D-3.7 - Propane Fired Heaters

1. Propane fuel tank must be located 25 feet from the burner.

2. Do not run hoses in traffic areas.

3. All cylinders must be secured in an upright position. When in storage the protective cap must be on the cylinder.

D-4
ERGONOMICS

D-4.1 - Policy
NFADA STF Member Dealership has developed this program for our employees and must be followed to prevent Musculoskeletal Disorders (MSDs).

This program will be used in conjunction with the material handling methods and techniques found in *D-5 Back Injury Control* and *D-6 Material Handling Programs*. Correct lifting *procedures* can be found in the *Material Handling and Storage Program.*

D-4.2 – Duties
COMMUNICATION
Communication between the employee and NFADA STF Member Dealership is essential regarding the efficient use of this ergonomics policy. NFADA STF Member Dealership will assess work tasks and work stations for ergonomic compliance and soundness and provide effective ergonomic solutions based on identified need. However much of the proposed OSHA standard involves the identification of known MSDs through OSHA recordables. Each situation will be evaluated and a solution implemented on a case by case basis.

SUPERVISION
The supervisor shall maintain communication with employees under their supervision to evaluate identified tasks that may lead to related ergonomic ailments. Certain identified tasks shall be scrutinized to determine the process of the task. Supervision shall arrange the safest and most reasonably comfortable method for its completion, using the parameters established within this safety control program and methods and practices accepted within related work environments.

When appropriate, supervision will discuss lifting and manual material handling problems with medical personnel. They will use data developed from past accidents and investigations in improving work tasks.

There must be supervision and employee feedback through investigation reports, hazards, lifting problems etc. Ongoing self-audits are required and when appropriate disciplinary actions of employees who refuse to abide by this program.

EMPLOYEE
The employees performing the various tasks shall recognize the potential hazards from not performing a job properly. In addition the employee must communicate with their direct supervision when they feel a certain task has the potential for injury.

D-4.3 - Background

Ergonomics is the science of fitting the job to the worker. When there is a mismatch between the physical requirements of the job and the physical capacity of the worker musculoskeletal disorders (MSDs) can result. For example, workers who must repeat the same motion throughout their workday, who must do their work in an awkward position, who must use a great deal of force to perform their jobs, who must repeatedly lift heavy objects or who face a combination of these risk factors are most likely to develop MSDs.

D-4.4 - Musculoskeletal Disorders (MSDs)

MSDs are injuries and disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs. They do not include injuries resulting from slips, trips, falls or similar accidents. Examples of MSDs include carpal tunnel syndrome, tendinitis, sciatica, herniated disc and low back pain

Work-related MSDs occur where there is a mismatch between the physical requirements of the job and the physical capacity of the worker. Prolonged exposure to ergonomic risk factors, particularly in combination or at high levels, is likely to cause or contribute to an MSD or aggravate the severity of a pre-existing MSD. The longer and more often the exposure to ergonomic risk factors, the longer the time needed to recover from the exposure to ergonomic risk factors.

Ergonomics considerations should include the following risk factors:

-
    - Force
    - Repetition
    - Awkward postures
    - Static postures
    - Vibration
    - Cold temperatures

D-4.5 - Identification and Analysis for Ergonomic Solutions

An MSD has to be recordable to trigger requirements of NFADA STF Member Dealership to analyze and control jobs. MSD hazards are multifactoral, that is, they usually involve exposure to a combination of ergonomic risk factors. The multifactoral nature means that it may be less certain what combination of risk factors may be reasonably likely to cause or contribute to an MSD in a particular job. Therefore a recordable MSD is a concrete and fairly objective measure about whether problems are likely to exist in a job.

It is most appropriate to focus on the most serious problems first: those jobs in which an OSHA recordable has been reported. NFADA STF Member Dealership must analyze and control these jobs first rather than requiring analyzing all jobs. This procedure is targeted so that actions are appropriate to the nature and severity of the problems in the workplace.

Therefore through analyzing OSHA recordables and communication between employees, management and the Safety Coordinator, NFADA STF Member Dealership shall identify all relevant MSDs and adapt work task and provide ergonomic solutions to the activities and work environments which may have led to the MSDs.

This program does not require NFADA STF Member Dealership to implement controls or provide MSD management if it has been determined that the MSD is not an OSHA recordable and does not meet the screening tests for coverage. To ensure that only MSDs that have a strong relation between the MSD reported and the physical work activities and conditions of the assigned job(s) are covered, two screens shall be conducted for determining work-relatedness.

These screens are:

- The physical work activities and conditions in the job are reasonably likely to cause or contribute to the type of MSD the employee reported, and
- These activities and conditions are a core element of the job and/or make up a significant amount of the employee's work time.

D-4.6 - Job Tasks

MSDs are often very easy to prevent. Adding a book under a monitor, or padding a tool handle are typical of the fixes used in ergonomics programs. Solutions that fit the work to the worker are achieved when implementing this program. Practical experience in solving ergonomics problems is plentiful. Ergonomic interventions may include:

- Adjusting the height of working surfaces to reduce reaches and awkward postures.
- Putting work supplies and equipment within comfortable reach.
- Providing the right tool for the job and the right tool handle for the worker.
- Varying tasks for workers (e.g., job rotation).
- Encouraging short authorized rest breaks.
- Reducing the weight and size of items workers must lift.

- Providing mechanical lifting equipment.
- Using telephone headsets.
- Providing ergonomic chairs or stools.
- Supplying anti-fatigue floor mats.

D-4.12 - Training

Communication between the supervisor and employees is mandatory. Employees shall always be aware of tasks that may be an ergonomic concern. If possible the employee shall take the necessary actions to correct the situation, if not they should contact their supervisor immediately before proceeding. Every new employee and those found to have an ongoing problem or deficiency in complying will be trained applicable to their assigned work task. Awareness training and retraining will be completed as needed due to new or revised work tasks. Otherwise retraining or refresher training will be held yearly.

D-5
BACK INJURY CONTROL

D-5.1 - Policy
NFADA STF Member Dealership has developed this program for our employees and must be followed to prevent back injuries. It has been estimated that 80 percent of all Americans will suffer from lower back pain at some point in their working lives. It is also estimated that over half of all back injuries occurred as a result of manual lifting.

This program is designed to be used by management and supervisory personnel. However it's overall development is for employees, whom are most likely to suffer a back injury.

This program strives to create the safest working environment concerning manual lifting and lowering, carrying, walking, twisting, repetitive motion, and all related tasks.

This program will be used in conjunction with the *D-5–Ergonomics* and material handling methods and techniques found in NFADA STF Member Dealership *D-6-Material Handling Programs*. Information found within this program are applicable for recognizing and preventing or reducing potential back and personal injury. Correct lifting *procedures* are found in the *Material Handling Program.*

D-5.2 - Duties
SUPERVISION
Supervision shall conduct an audit of all tasks performed by employees under their supervision. Each task should be scrutinized to determine the process of the task. Supervision shall arrange the safest and most comfortable method for it's completion, using the parameters established within this safety control program.

When appropriate supervision will discuss lifting and manual material handling problems with medical personnel. They will use data developed from past accidents and investigations in improving work tasks.

There must be supervision and employee feedback through investigation reports, hazards, lifting problems etc. Ongoing self-audits are mandatory and when appropriate, disciplinary actions of employees who refuse to abide by this program.

EMPLOYEE
The employees performing the various tasks shall recognize the potential hazards from not performing a job properly. In addition the employee must communicate with their direct supervision when they feel a certain task has the potential for injury.

D-5.6 - Job Tasks

Job tasks should be evaluated by the following applicable parameters:

A. Weight of the load being move
B. The dimension of the load
C. The starting and ending elevations of loads for lifting and lowering tasks
D. The distance of travel from the start of a lift or lowering of a load to the completion of the task
E. The stability of the load
F. The distance the load is moved on a horizontal plane
G. The time the load is suspended by an employee
H. Frequency of the task / repetitive motion with no variety
I. Repetitive reaching and stretching
J. Walking surface footing
K. Maintaining the same physical position for a length of time
L. "Unnatural" positions of the body
M. Provision of frequent rests with diversified motion
N. Comfortable working conditions

When making back injury potential and ergonomic evaluations or simply observing manual material tasks that are thought to have been causing injuries and illnesses or new tasks that could cause injuries or illnesses, the following potential solutions shall be considered:

A. **Reduce the weight of the object**

B. **Use powered mechanical handling equipment**

C. **Provide self-leveling devices to reduce bending or reaching by employees**

D. **Add additional employees to assist in the task**

E. **Modify the task by:**

- Altering the distance the load is to be lifted or lowered
- Altering the starting point and/or finish point of manual lifts or lowering tasks
- Eliminating twisting of the torso during lifting and lowering tasks
- Avoidance of one-hand and side lifts
- Reducing the number of repetitions of the task
- Provide handles for movement of the load
- Eliminating or reducing the distance a load must be carried
- Increasing the diameter of wheels for manual pushed/pulled vehicles
- Altering handles on manually pushed/pulled vehicles to a level that enables employees to keep their backs straight.

D-5.7 - Lifting-Lowering Tasks

Eliminate the need to lift or lower manually

Reduce the need to stoop or squat while raising or lowering an object will reduce chances of overexertion injury. Use skids, stands, adjustable or self-adjusting tables and feeders to provide proper height.

Reduce the need to handle bulky objects
Bulky boxes or objects require the hands to grasp extreme widths. A comfortable and efficient grasp width is at or slightly wider than the individual's shoulders. Objects wider than this should be handled by other means or eliminated.

Increase the weight to a point where it must be mechanically handled
Unit or palletized loads.

Reduce the handling distance
Approximately 90 percent of all healthy employees can lift a 14-lb. load when it is located 12 inches or less from the center of their body. Only 14 percent would be able to lift that same 14-lb. load if it was located at 20 inches from the centerline of their body. The less you have to reach, the more you can lift. In general keep work materials as close to the work area as possible.

Provide surfaces that can be readily grasped
The less energy that is required to grasp a surface, the more energy that is available to carry or lift. Provide handles to objects to increase lifting capacity approximately 7 to 8 percent.

Convert lift or lower combined with carry to push or pull

D-5.8 - Pushing-Pulling Tasks

Eliminate the need to push or pull
Use conveyors, lift trucks, slides or hand trucks.

Reduce force required
Reduce the load on a cart, using larger wheels and maintaining them, keeping floor surfaces free of obstacles, etc.

Reduce the distance of the push or pull
Minimize the distance the material is handled. Supervision shall examine the layout of the work area to reduce distances between work stations, storage, etc. where possible.

Optimize technique of the push or pull

- 48 and 50 inch pushing or pulling height
- Replace pull by push when possible.
- Provide firm handles or grips.
- Replace small casters with larger wheels.
- Use ramps with slope no greater than 6 degrees or 10 percent.
- Eliminate blind pushes.

D-5.9 - Walking

Reduce the distance you need to walk to get to work material. Organize your worksite to emphasize efficiency and limit stress.

D-5.10 - Other Factors

The following items are associated with common manual movements. Each can and likely will magnify a problem if left uncorrected. These items will improve a workplace if all practical measures of manual movement changes have been made.

Providing good working surfaces

To minimize strength requirements, surfaces should be level, clean, and provide enough friction to assure stable footing.

Body positions

Standing and sitting positions are acceptable if proper conditions are provided.

- Provide a cushioned standing surface.
- Provide a footrest when standing so that the legs are positioned at different heights.
- Adjustable seats: seat height, back support, seat angle and arm rests.

Controls and Displays

- Controls should be above the knees, but below shoulder level.
- Stooping to monitor displays, operate the machine must be avoided.

Sharp-edged objects

- Change the process to eliminate sharp edges prior to manual handling
- Provide handling tools, prevent contact between hands and the object.
- Protect hands and arms with suitable gear.

D-5.11 - Carrying-Holding

Eliminate the need to carry **Reduce the weight of the object**

Reduce the distance traveled **Convert carry to push or pull**

Convert short distance bent arm to straight arm carry

D-5.12 - Training

Communication between the supervisor and employees is mandatory. Employees shall always be aware of tasks that may be a back safety concern. If possible the employee shall take the necessary actions to correct the situation, if not they should contact their supervisor immediately before proceeding.

Every new employee and those found to have an ongoing problem or deficiency in complying will be trained applicable to their assigned work task. Awareness training and retraining will be completed as needed due to new or revised work tasks. Otherwise retraining or refresher training will be held yearly.

As with the Ergonomic Program the Safety Coordinator will review operations every six-(6) months to verify compliance and implementation with theses defined procedures.

D-6
MATERIAL HANDLING AND STORAGE

References
OSHA 29CFR 1910 Subpart N

D-6.1 - Expectation
NFADA STF Member Dealership's material handling and storage program describing common material handling and storage problems, the means of identifying and correcting these problems, proper use of material handling equipment, and general guidelines on safe practices.

D-6.2 - Duties
Supervision shall regularly inspect and identify actual and potential problems associated with poor materials handling and storage. Supervision will then evaluate and correct these problems through training, engineering methods, ergonomic principles and education.

The associate shall be aware of accidents that may occur from unsafe or improperly handled equipment or materials and improper work practices, and to recognize the methods for eliminating, or at least minimizing, the occurrence of those accidents.

D-6.3 - Operation
Mishandling of material accounts for over one-third of the injuries at a work place. The types of injuries that are experienced include strains, sprains, crushing, hernia, rupture, lacerations, bruises and contusions.

D-6.4 -Manual Lifting
1. When manually moving materials, associates should seek help when a load is so bulky it cannot be properly grasped or lifted, when they cannot see around it, or when a load cannot be safely handled.

2. When lifting the following proper procedures shall be followed:
   Evaluate
   - Is it too heavy or bulky -- get help or break it down,
   - Check the load for nails, splinters, sharp edges, oil, grease & moisture,
   - If the edges are rough or sharp,
   - If possible grip object where it is least hazardous,
   - Wear appropriate safety shoes to help prevent foot injury,
   - Know where the load is going and where you are going to put it down,
   - Be sure the path you take is clear of any obstacles.

Lifting Object

Step 1 - Face the object and get as close as you can to it,
Step 2 - Get a firm footing and place your feet about shoulder width apart,
Step 3 - Bend your knees from hips and squat, keeping your back,
Step 4 - Grip sides of object using your whole hands as a balance point,
Step 5 - Lift by straightening legs using thigh muscles to raise your body,
Step 6 - Bring your back and legs to a vertical position

Carrying Objects

- Do not carry objects that block your vision ahead or to the sides
- If you have to change your grip, set the object down and regrip.
- DO NOT hurry if you feel you cannot hold the object much longer. Put it down and rest and get assistance
- When changing directions, DO NOT twist the body. Change the direction of the feet to turn the body.

Setting Down Objects

- Reverse the lifting object procedure to set down object.
- If the receiving surface is near waist level, place the load on the edge of the surface and then push it forward.
- DO NOT set a heavy object into a position below floor level directly from carrying. It should first be lowered to floor level.
- Avoid awkward positions or full extension of arms.
- If you must lift an object higher than your waist, first lift the load to waist level, and then rest it on a support, while you change your grip. Then bend your knees again to give added leg muscle power for the final lift.

See Section D-4- Ergonomics and D-5 Back Safety Programs for Additional Information

2. When two or more are carrying a single object, one should call the signals to assure they lift, carry and lower together. Avoid placing unnecessary strain on one individual.

3. Keep fingers away from pinch points, especially when maneuvering through narrow openings or when setting the object down.

D-6.5 - Mechanical Lifting

1. Mechanical material lifting is advantageous when compared to manual lifting.
2. When an associate is placing blocks under raised loads, the associate should ensure that the load is not released until their hands are clearly removed from the load.

3. Blocking materials and timbers should be large and strong enough to support the load safely. Materials with evidence of cracks, rounded corners, splintered pieces or dry rot should not be used for blocking.
4. When mechanically moving materials, avoid overloading the equipment by letting the weight, size and shape of the material being moved dictate the type of equipment used for transporting it.
5. All material handling equipment shall have a rated capacity that determines the maximum weight that it can safely handle and the conditions under which it can handle those weights.

D-6.5A - Two Wheeled Hand Trucks

1. Select the right type of hand truck for the materials to be hauled.
2. Allow for clearance for hands when moving through doorways or through narrow openings. If possible hand truck handles should have hand guards.
3. When loading, the load center of gravity should be kept as low as possible by placing the heaviest objects on the bottom. Do not overload two-wheeled hand trucks. Secure heavy or bulky loads.
4. Two-wheeled hand trucks should be pushed instead of pulled, except when going up an incline
5. When using a hand truck, stop at blind intersections before passing through the area.
6. When using a hand truck watch the floor ahead of you to avoid bumps, cracks, uneven surfaces and other obstacles.
7. Park hand trucks in a location where people will not stumble over them and leave the handles in a vertical position.
8. Report hand trucks with broken wheels or other defects to the main office.

D-6.5B - Four Wheeled Hand Trucks

1. Four wheeled hand trucks will be blocked while loading if they do not have a brake.
2. Loads should be balanced to avoid tipping.
3. When using a push type hand truck, the loads should not obscure vision of the worker using the hand truck unless a guide person is used.
4. The hand truck should always be pushed unless it is equipped with a pull type handle.
5. If a hand truck has a handle, it should be equipped with a spring to keep it in an upright position when not in use.

D-6.5C - Dollies

1. Dollies are usually best used for carrying single heavy objects short distances.
2. Guide dollies by pushing the load.
3. Do not pull a load on a dolly unless a second person has a rope attached in the rear where braking action can be applied.

D-6.6 - Ropes, Chains and Slings

1. Leather work gloves should always be worn when handling ropes, chains and slings.

2. Ropes, chains and slings are elastic and stretch under stress. Caution should be exercised since they will snap back if they fail.
3. Select the correct sling type for the material to be handled. Each type of sling has its advantages and disadvantages and are designed to be utilized for particular operations.
4. Successful use of synthetic ropes and slings depends to a large extent on selection of those having physical properties and characteristics that meet the requirements of the specific use involved.
5. Synthetic ropes and web slings are generally much stronger and offer greater dielectric qualities than manila rope. They also possess a high resistance to friction.
6. Sling legs should not be kinked.
7. Slings shall be securely attached to their loads.
8. Regularly inspect slings for excessive wear. Use the sling manufacturers recommendations towards identifying defective slings.
9. Suspended loads shall be kept clear of all obstructions.
10. All associates shall be kept clear of loads about to be lifted and of suspended loads.
11. Shock loading will not be permitted. Lift load slowly, so load is not "jerked".

D-6.7 - Material Storage

1. Storage areas must be kept free from accumulated materials that may cause tripping, fires, or explosions, or that may contribute to the harboring of rats and other pests.
2. When stacking materials be aware of how accessible the stored materials are to the user, and the condition of the containers where the materials are being stored.
3. DO NOT store incompatible materials together. Be sure you know the compatibility of the materials is that you storing. Common materials that are incompatible are:

    * Acids and bases
    * Acids and cyanide mixtures
    * Fuels or solvents and peroxides
    * Corrosives and untreated metals (e.g., Aluminum)
    * Acid and chlorine bleach
    * Fuels or solvents and oxidizers
    * Ammonia and chlorine bleach.

4. All bound materials should be stacked, placed on racks, blocked, interlocked, or otherwise secured to prevent from sliding, falling, or collapsing.
5. Always be sure that you stack material on a solid, smooth, level, safe base. If the floor or ground is not level, use dunnage or bearing strips or timber to make sure that the pile will not shift.
6. Always stack or pile to a safe height, which means not so high the pile is unstable. Do not stack so high that the lower objects may collapse from the weight.
7. Always maintain a minimum of eighteen inches between pile and the sprinkler heads.
8. Maintain aisle space for workers and fire equipment. Materials should not protrude from the face of the pile.

D-6.8 – Material Specific Storage

Bags &Bundles

- Bags and bundled materials should be placed on platforms and pallets to avoid moisture absorption.
- Bags and bundles should be stacked in a pyramid fashion to a safe height when set against a wall in a single row.
- Bags and bundles must be stacked in interlocking rows to remain secure.
- Bagged materials must be stacked by stepping back the layers and cross-keying the bags at least every ten layers.
- To remove bags from the stack, start from the top row first. Avoid climbing pile if possible.
- If there is nearby truck traffic shielding the lower bags is advisable.
- Baled paper and rags stored inside a building must not be closer than eighteen (D-6) inches to the walls, partitions, or sprinkler heads.
- Boxed materials must be banded or held in place using cross-ties or shrink-wrap.
- Periodically inspect piles for stability and ripped lower bags or bundles.

Boxes and Cartons

- Boxes and cartons will be stacked by cross tying when piles are above head height.
- The safe height will depend upon the size and weight of containers.
- Cartons should be stored on pallets or platforms to protect against moisture.
- Wire or strap banded cartons and boxes should be stored so sharp ends do not protrude into walkways.
- Piles should be perpendicular to the floor, except for step back stacking.

Flammable Liquids

- Flammable liquid containers will be racked for easy identification and access.
- They will be identified with a manufacturer label, a stenciled title or other approved means, and equipped with self closing spigots. *See Section F-1 – Hazard Communication for detailed information.*
- Drums will be bonded and grounded to prevent from static electricity from accumulating.

Gas Cylinders

- Gas cylinders should be stacked upright and in approved cylinder racks.

- Individual cylinders must be chained or clamped to a substantial structure such as a wall or columns.
- The storage location will not be exposed to mobile equipment traffic, direct sunlight, or heat sources.
- Indoor storage spaces shall be well ventilated and posted as no smoking.
- Different gases should be stored separately.
- Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.
- Cylinders must be capped when not in use.

Hazardous Liquid Chemicals

- Hazardous liquid chemicals shall be bulk stored in special locations designed for such storage.
- These special storage locations shall be well ventilated, free from temperature extremes, capable of being locked to prevent unauthorized access, provided with suitable handling facilities and include diking.
- Hazardous liquid drums must be stored in racks and never stacked.
- Hazardous liquid drums must be provided with self closing spigots.
- The drums should be clearly identified by approved markings.

Heavy Machinery Spare Parts

- Large machinery spare parts should be stored in rows.
- The location should be as near to the source of use as possible.
- A walkway space should be maintained between rows to provide access and easy identification.
- Individual items should not be stored on top of one another.
- Shelving should have load limits clearly posted.

Sheet Metal

- Sheet metal shall be stored in flat piles or in horizontal or vertical slot-type racks that allow easy access.
- Sheet metal shall not be stored by leaning bundles or loose stock against walls, columns or equipment.
- When bundles of sheet metal are piled, the bundles should be separated by wood strips or pallets for mechanical handling.

D-7
POWERED INDUSTRIAL LIFT TRUCKS

References
OSHA 29CFR 1910.178
ANSI B56.1-1969

D-7.1 - Expectation
This program is designed to provide operator training and evaluation to instill awareness regarding the safe operation of a powered industrial lift truck. OSHA has specific safety requirements relating to fire protection, design, maintenance and use of fork trucks, tractors, platform lift trucks, motorized hand trucks and other specialized industrial trucks.

D-7.2 - Duties
These provisions mandate a training program that bases the amount and type of training required on: the operator's prior knowledge and skill; the types of powered industrial trucks the operator will operate in the workplace; the hazards present in the workplace; and the operator's demonstrated ability to operate a powered industrial truck safely.

Refresher training is required if the operator is involved in an accident or a near-miss incident; the operator has been observed operating the vehicle in an unsafe manner; the operator has been determined during an evaluation to need additional training; there are changes in the workplace that could affect safe operation of the truck; or the operator is assigned to operate a different type of truck. Evaluations of each operator's performance are required as part of the initial and refresher training, and at least once every three years.

D-7.3 – Powered Industrial Trucks
Powered industrial trucks are defined as a mobile, power-propelled truck used to carry, push, pull, lift, stack, or tier materials. Powered industrial trucks, often called forklifts or lift trucks, can be ridden or controlled by a walking operator. Vehicles used for earth moving or over the road haulage are excluded from this program.

All operators of these powered industrial trucks shall comply with all provisions of this program regardless of frequency of use.

D-7.4 - Definitions
Center of Gravity is a point on an object at which all of the object's weight can be considered to be concentrated.

Counterweight is the weight that is a part of the truck's basic structure that is used to offset the load's weight and to maximize the vehicle's resistance to tipping over.

Fulcrum is the truck's axis of rotation when it tips over.

Grade is a surface's slope that is usually measured as the number of feet of rise or fall over a hundred foot horizontal distance (measured as a per cent).

Lateral stability is a truck's resistance to tipping over sideways.

Line of action is an imaginary line through an object's center of gravity.

Load center is the horizontal distance from the load's edge (or the fork's or other attachment's vertical face) to the line of action through the load's center of gravity.

Longitudinal stability is the truck's resistance to overturning forward or rearward.

Moment is the product of the object's weight times the distance from a fixed point. In the case of a powered industrial truck, the distance is measured from the point that the truck will tip over to the object's line of action. The distance is always measured perpendicular to the line of action.

Track is the distance between wheels on the vehicle's same axle.

Wheelbase is the distance between the centerline of the vehicle's front and rear wheels.

D-7.5 – General Safety Guidelines

- All powered industrial trucks will meet the design and construction requirements for powered industrial trucks established by "American National Standard for Powered Industrial Trucks, Part II, ANSI B56.1-1969."

- Approved trucks shall bear a label or some other identifying mark indicating approval by the testing laboratory.

- No modifications or additions affecting capacity or safe operation shall be made without prior written approval from the manufacturer.

- Upon receipt of written approval from the manufacturer for making modifications or additions, all appropriate marking identifying capacity, safe operation and maintenance will be changed accordingly and training updated.

- Prior to using a truck, employees must first ensure that all nameplates and markings are in place and in a legible condition.

- Regular maintenance of lift trucks is essential. If using propane trucks within a facility air quality must be measured and maintained due to Carbon Monoxide exhausted from vehicles. A well maintained truck will help keep CO levels to a minimum.

The following table outlines the designations for industrial trucks or tractors as outlined in the standard.

Designation	Description
D	Diesel engine powered
DS	Diesel powered units equipped with additional safeguards to the exhaust, fuel and electrical systems.
DY	Diesel powered units equipped with the same safeguards as the DS system, yet do not have any electrical equipment including the ignition and are equipped with temperature limitation features.
E	Electrically powered units equipped with minimum acceptable safeguards against inherent fire hazards.
ES	Electrically powered units equipped with same safeguards as E units. In addition, these units are equipped with additional safeguards to the electrical system to prevent emission of hazardous sparks and to limit surface temperatures.
EE	Electrically powered units that have, in addition to the requirements of E and ES, the electric motors and all other electrical equipment completely enclosed.
EX	Electrically powered units with electrical fittings and equipment designed, constructed and assembled in such a way to enable the unit to be operated in atmospheres containing flammable vapors or dusts.
G	Gasoline powered units equipped with minimum accepted safeguards against inherent fire hazards.
GS	Gasoline powered units equipped with additional safeguards to the exhaust, fuel, and electrical systems.
LP	Liquefied petroleum gas powered units equipped with the same safeguards as G.
LPS	Liquefied petroleum gas powered units equipped with additional safeguards to the exhaust, fuel and electrical systems.

- Prior to operating any industrial truck in an area where the atmosphere is known to be hazardous, the following OSHA regulations must be checked to determine which may be applicable:
  a. 29 CFR 1910.178(c)(2)(i)
  b. 29 CFR 1910.178(c)(2)(ii)(a)
  c. 29 CFR 1910.178(c)(2)(iii)
  d. 29 CFR 1910.178(c)(2)(iv)
  e. Table N-1

D-7.6 - Operations

Counterbalance (truck type, 4-wheels and cage for driver).

- As the center of gravity is over the front wheels, it is important to maintain an even distribution of load weight over the front wheels.

- Always take turns slowly and stay close to the inside angle of the turn. This is especially important whenever a load is raised and your center of gravity is high with a narrow tracking width.

- When operating equipment on a ramp, always face uphill with a load and take special care to note the following:

  a. There is a shift in your center of gravity when operating on an incline.
  b. There is increased difficulty in negotiating bumps and ruts when on an incline.

D-7.7 - Lifting and Transporting Loads

- Whenever a piece of equipment malfunctions or an unsafe condition is identified, the equipment must be repaired or tagged identifying the problem. Tags should identify date, inspector's (driver's) name, problem, last date of service or use and a place for repair to be noted as complete.

- Whenever possible, maintain center of gravity over front wheels.

- Know your lift load capacity and keep operations smooth and fluid.

- Never lift a load that is improperly stacked or balanced. Reposition or restock load for safe handling.

- Lift load high enough to clear the ground or the bottom unit.

- Ensure that pallet is in good repair and appropriately sized prior to lifting load.

- Position forks at least 2/3 the distance under the load to be carried.

- Secure the load next to the mast.

- Slowly tower the load and tilt forks back to secure it next to the mast.

- Never allow anyone to stand under a load.

- Never reach through the mast to secure the load.

- When lifting drums, ensure that the lids and burgs are tightly secured.

D-7.8 - Lift Driving and Handling

Transporting loads will conform to the following policies and procedures:

- Always maintain awareness of clearances.

- Stay clear of wet or oily surfaces.

- Keep arms and legs inside of truck.

- Never carry passengers.

- Drive defensively, observe mirrors on blind corners and proceed cautiously.

- Always stay a minimum of 3 truck distances away from other lift trucks.

- Towing, opening doors, pulling or pushing objects is strictly prohibited.

- Keep a keen awareness of pedestrians, and never approach a person with or without a load when they have an obstruction behind them. Failure of brakes or misjudging distance could trap or pin them causing serious injury or death.

- Prior to moving loads, ensure floor weight limits are adequate.

- Should the fork truck begin to fall on its side, **do not** jump out of cage. Lean away from the direction the vehicle is falling, hold on tight, and keep arms and legs inside the cage.

- Identify location of nearest spill kits prior to transporting loads of liquids or hazardous materials.

D-7.9 - Loading Docks and Trailers

The following policies and procedures shall be observed prior to working in or around dock areas or whenever loading and unloading trailers.

- Check brakes prior to entering dock area.
- Be aware of dock edge at all times.
- Proceed carefully and slowly over dock edges when entering trucks.
- Check load capacity for the floor of a trailer prior to unloading. Be observant of any loose boards or rusted areas.
- Be aware of clearances at all times.

D-7.10 - Refueling

The following policy and procedures shall be observed during refueling of fork lifts:

- The storage and handling of liquid fuels such as gasoline and diesel fuel shall be in accordance with NFPA Flammable and Combustible Liquids Code (NFPA No. 30-1969)
- The storage and handling of liquefied petroleum gas fuel shall be in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA No. 58-1969).
- Lower forks, turn engine off and remove key.
- Refueling will take place in authorized areas with adequate ventilation, spill equipment, fire extinguishers, personal protective equipment and proper tools.
- Smoking is prohibited when refueling.
- Transfer containers must be grounded and secured.
- LP Tanks must be turned off and engine allowed stop and all lines are clear.
- Ensure that replacement valve is secure.
- Report leaking tanks immediately so they may be safely removed from the work area.

D-7.11 - Battery Charging

- Battery charging installations shall be located in areas designated for that purpose. Facilities will be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.

- Reinstalled batteries shall be properly positioned and secured in the truck.

- Wear chemical resistant gloves when opening batteries.

- When charging batteries, pour acid into water; water shall not be poured into acid.

- Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.

- Care shall be taken to assure that vent caps are functioning. The battery cover(s) shall be open to dissipate heat.

- Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas.

- Keep all metal tools away from refueling parts and from batteries.

D-7.12 – Liquefied Petroleum Gas (LPG) Storage

- Containers in storage shall be located so as to minimize exposure to excessive temperature rise, physical damage, or tampering by unauthorized persons.

- Containers when stored inside shall not be located near exits, stairways, or in areas normally used or intended for the safe exit of people.

- Container valves shall be protected while in storage and shall be in a suitable enclosure or otherwise protected against tampering.

- Storage outside of buildings, for containers awaiting use, shall be located in accordance with the following table.

Quantity of LP-Gas Stored	Distance to nearest building or thoroughfare
500 pounds or less	0
501 to 2,500 pounds	(1)0
2,501 to 6,000 pounds	10 feet
6,001 to 10,000 pounds	20 feet
Over 10,000 pounds	25 feet

(1) Container or containers shall be at least 10 feet from any building on adjoining property, any sidewalk.

D-7.13 – Pre-Operation Inspections

Pre-use inspections should be completed before they are put into service or daily at a minimum or at the beginning of each shift. *Utilize the PILT Inspection Form ATTACHMENT D-7.15 found on the* ***Safe T First*** *CD-Rom.*

- On a battery-powered electric truck inspect battery for damage, corrosion and loose connections. Vent holes must be clean an unobstructed.

- On a gasoline, diesel or propane forklift inspect for fuel tank damage or leaks, and make sure all valves and nozzles are secure.

- On both types of forklifts inspect for damage to:

    - Mast
    - Carriage
    - Forks
    - Overhead guard
    - Backrest
    - Hydraulic system
    - Tires

- Check all fluid levels, including oil, coolant, and hydraulic fluid

- If everything checks out, start forklift. Check all gauges, indicators, and warning lights.

- Put forklift through its normal maneuvers and check lift, brakes, tilt, steering, lights, horn, back-up signal, overheating, etc.

- If any item is found deficient, take forklift out of operation, and report deficiency for proper repair.

D-7.14 – Operator Training

Training will consist of a combination of formal instruction and practical training. Formal training need not take place in a classroom. Discussions can consist of the trainer talking to the trainee and explaining the training material, either in the workplace or in another location. The training must, however, include an explanatory element as well as a practical element. Formal instruction will include discussions, demonstrations, and a written test. To enhance the training and make it more understandable to the employee, employers and other trainers may use movies, slides, computers, videotapes and other visual presentations.

Training must also include practical hands-on training of the operator within the lift trucks in which the operator uses. Training must be completed in the work environment in which the operator will be using the lift truck.

TRAINING PROGRAM CONTENT

Because each type (make and model) of powered industrial truck has different operating characteristics, limitations, and other unique features, the operator training program for powered industrial truck operators is based upon the type of vehicles that the employee will be trained and authorized to operate. Training must be on each type of vehicle used by the operator. The training will emphasize workplace features that will affect how the vehicle must be operated. The training will additionally include the general safety rules applicable to operating any powered industrial truck.

AUTHORIZED TRAINERS

The Safety Coordinator shall verify that all industrial lift truck training is completed and completed properly with all training documented and appropriately filed. ***NFADA Safe T First*** shall provide for all necessary training.

Upon successful completion of the classroom session and safe hands-on evaluation NFADA STF Member Dealership shall then complete a certification of training record containing the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation. Operators ***will not*** be allowed to operate the lift truck until they are certified and authorized by this training.

TRAINING CONTENT

The following is an outline of a generic powered industrial truck safe operator training program:

I. Characteristics of the powered industrial truck(s) the employee will be allowed to operate:
   a. Differences from the automobile;
   b. Controls and instrumentation: location, what they do, and how they work;
   c. Engine or motor operation;
   d. Steering and maneuvering;
   e. Visibility;
   f. Fork and/or attachment adaption, operation, and limitations of their use;

g. Vehicle capacity;
h. Vehicle stability;
i. Vehicle inspection and maintenance the operator will be required to perform;
j. Refueling or charging and recharging batteries;
k. Operating limitations; and
l. Any other operating instruction, warning, or precaution listed in the operator's manual for the type of vehicle the employee is being trained to operate.

II. The operating environment:
a. Floor surfaces and/or ground conditions where the vehicle will be operated;
b. Composition of probable loads and load stability;
c. Load manipulation, stacking, unstacking;
d. Pedestrian traffic;
e. Narrow aisle and restricted place operation;
f. Operating in classified hazardous locations;
g. Operating the truck on ramps and other sloped surfaces that would affect the stability of the vehicle;
h. Other unique or potentially hazardous environmental conditions that exist or may exist in the workplace; and
i. Operating the vehicle in closed environments and other areas where insufficient ventilation and/or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.

III. The requirements of the OSHA Standard.

After the training program has been completed, the ***Safe T First*** trainer will evaluate the trainee's knowledge and skills and determine that the employee is competent to operate the truck safely.

OPERATOR EVALUATION

When a NFADA STF Member Dealership employee completes the training exercises and prior to operating the truck in the workplace, an hands-on evaluation of the employee will be performed. This hands-on evaluation will determine the adequacy of training and the ability of the employee to perform truck operations safely in the workplace.

RE-EVALUATION

An evaluation of the operator's performance will be conducted at least once every three years for each type of powered industrial lift truck used by the operator.

REFRESHER TRAINING

During the course of truck operation, supervision may observe the operator performing an unsafe act. The supervisor shall contact the Safety Coordinator and/or one of the authorized trainers in order to adequately point out the incorrect manner of operation of the truck or other unsafe act being conducted and tell the operator how to do the operation correctly, and then ensure the operator does the operation correctly. When

there have been multiple on-the-spot corrections, NFADA STF Member Dealership may decide to conduct a more structured retraining program, which would include the following information:

(1) Common unsafe situations encountered in the workplace;
(2) Unsafe operating methods observed or known to be used;
(3) The need for constant attentiveness to the vehicle, the workplace conditions, and the manner in which the vehicle is operated.

The above subject areas will be taught so that the trainee receives all the information needed for safe vehicle operation. Specific details of the above subject areas may be found in the vehicle manufacturers' literature, the national consensus standards, and the OSHA standards relating to powered industrial truck operator training.

D-8
HOISTS

References
ANSI B153.1

D-8.1 - Expectation
This safety program contains general information and minimum requirements for the safe operation of automotive lifts. It is intended to reflect and support health and safety for workers involved in the use of all types of automotive lifts.

D-8.2 - Duty
Safe vehicle lifting requires compliance with this safety and health program, regular maintenance and worker training. NFADA STF Member Dealership will provide training and enforce all provisions of this hoist program. No employee will operate hoists without completing proper training

D-8.3 – Regulations
For the regulatory requirements pertaining to automotive and hoist safety, consult the regulations adopted under ANSI Standard B153.1 - Safety Requirements for the Construction, Care and Use of Automotive Lifts.

D-8.4 – Classification of Lifts

In-Ground Lifts

Lifts that have lifting assemblies situated below the garage floor are known as *in ground* lifts. These lifts use one or more pistons, depending on the type of vehicle and the weight to be lifted. For example, one or two piston lifts are used to hoist standard compacts, mid-sized and full-sized passenger vehicles. Three or more piston lifts are used mostly on larger vehicles.

In-ground lifts are powered in one of three ways:

- self-contained air/oil reservoir (semi hydraulic)
- separate air/oil reservoir (full hydraulic)
- electric oil-pumping unit which supplies oil under pressure without the use of air pressure.

In-ground lifts are manufactured to conform to almost any type of vehicle. Most **drive through** lifts allow a vehicle to be driven between the lift arms, permitting easy access to the underside of the vehicle. The lift arms that elevate **drive-over** lifts are situated closer together. This type of lift lets the service worker drive over the lift without contacting the lift's components.

Lifts with pads that contact the vehicle's rocker panel or perimeter frame are generally used on passenger cars. These lifts allow unobstructed access to the underside of the car.

Lifts with two pistons, one at the front one at the back, **[axle engaging]** are used on vehicles that are equipped with a rear axle or support rail. Larger lifts of this type are also used on heavy duty trucks, since these vehicles have a rear axle and differential.

In many cases, the piston located near the front of the vehicle moves within its pit and is positioned beneath the front control arms or frame. The rear piston is fixed and is located beneath the rear axle.

Surface-mounted Lifts

Surface-mounted lifts are bolted to the garage floor and are powered by an electric motor that operates either a hydraulic pump and cylinder(s) or a screw-type drive.

The most popular surface-mounted lift is the two-column drive-through frame-engaging lift. The lift arms ride up each column and are usually synchronized by a steel roller chain or cable assembly. Lifting power is provided by a hydraulic pump and cylinder(s), sometimes using leaf chain or cable systems. Screw lifts use rotating screw pillars that move the lift arms.

The **four-column** surface mounted lift is the primary lift of many muffler, oil change, wheel alignment and transmission work. It allows the vehicle to be driven onto two runways and lifted by its tires, exposing the underside of the car.

The **short-rise** service lift is also powered by an electric hydraulic power unit. The primary uses for this lift are tire and brake service and auto body repair. These lifts usually engage the vehicle's frame or rocker panels.

D-8.5 – Lift Types

A. **Frame Engaging Lifts**

Contact Pads

Frame-engaging lifts use flip-up or threaded contact (foot) pads that are located on the end of each of the lift arms. These contact pads are adjustable to several positions. Be sure the flip-up pads are securely in position before spotting them under the vehicle. If a pad is not secured, it could flip back and cause the vehicle to become unstable.

Many lifts are equipped with rotating threaded contact pads that are adjustable to reach the vehicle. Before lifting the vehicle, be sure all four contact pads are adjusted properly. Be aware that screwing these pads out unevenly may make the load unstable. Check the lift manufacturer's recommendations for information on how to use this type of contact pad. If the lift uses contact pads with non-metallic coatings, the coatings should not be damaged or loose. If they are damaged they should be replaced. Also be aware that oil and grease can make these surfaces very slippery. Before placing the lift arms under the vehicle, inspect each arm and contact pad for cracks or other signs of damage.

IF ANY PART OF THE LIFT IS DAMAGED OR OPERATING IMPROPERLY, DO NOT USE THE LIFT OR ATTEMPT TO FIX IT. *Notify your supervisor immediately. Qualified lift service personnel must complete repairs.*

Extenders

Even though contact pads are adjustable to accommodate most vehicles, extenders may be necessary on vehicles such as pickup trucks and vans. These extenders are available from most lift manufacturers so **don't use wood, concrete blocks, or other homemade extenders in their place. Use only those extenders provided by the manufacturer of the lift**.

Asymmetrical Lift Arms

Lifts whose front lift arms are different lengths than the rear arms are known as asymmetrical lifts. When using asymmetrical lift arms, always position the arms in accordance with the manufacturer's recommendations.

Center of Gravity

Depending on the application, proper spotting points for vehicles on frame-engaging lifts vary:

- When hoisting with a single-piston in-ground lift, place the vehicle's center of gravity directly over the piston
- When using a two-piston in-ground lift, place the load's center of gravity on the center line between the two pistons
- When hoisting with a two-column drive through surface-mounted lift, place the vehicle's center of gravity between the two columns
- If the lift is equipped with asymmetrical lift arms, check the manufacturer's specifications for spotting vehicle center of gravity.

B. **Axle-engaging Lifts**

The lift should be fully lowered before driving the vehicle into the work bay. Anything that strikes the pistons or posts could damage components. Follow the vehicle manufacturer's specifications for pick-up points and be sure the lift is contacting these areas securely. The pick-up points should be undamaged and free of grease and other substances that might cause slippage. Some front-wheel drive cars have a support rail in place of a rear axle. This rail allows the use of axle-engaging lifts on front-wheel drive cars. Vehicles with "stub axles" require wheel-engaging adapters.

C. **Runway (Drive-on) Lifts**

Unlike frame and axle-engaging lifts, drive-on lifts pick the vehicle up by its wheels. Some drive-on lifts are not wide enough to accommodate pick-up trucks with dual wheels. Check the lift manufacturers load capacity and runway width specifications before placing any vehicle on the lift.

Roll-off protection

All runway lifts should be equipped with accidental roll-off protection. Once the lift is raised, some approach ramps rise and act as chocks. On lifts where automatic chocks are not provided, use proper manual chocks. The wheel of any vehicle on a runway lift must be chocked while the vehicle is on the lift.

Center of Gravity

Proper spotting points for vehicles on runway lifts vary depending on type of lift:

- When hoisting with a single-piston in-ground lift, place the vehicle's center of gravity directly over the piston
- When using a two-piston in-ground lift, place the load's center of gravity on the center line between the two pistons
- When hoisting with a two-column surface-mounted lift, place the vehicle's center of gravity between the two columns
- On four-column lifts, the center of gravity should be placed at the midpoint of the runway.

The single exception to these instructions is in the case of wheel-alignment ramps. In this instance, the front wheels will have to be located on the swivel plates, and the rear wheels on slip plates, if provided.

Free-wheeling Jacks

Some manufacturers offer optional air-operated or hydraulic jacks that ride along the inner rails of the two-runways. When the lift has this feature, be sure each jack is fully lowered before driving a vehicle on or off the runway. Be sure the contact surfaces are free from corrosion or obstructions and provide a solid lifting surface. Use the vehicle manufacturer's recommended lifting points.

D. **Rocker Panel (Pad) Lifts**

Rocker panel lifts are used on passenger cars with unibody construction and perimeter frames. They use padded rubber supports that adjust to different body widths and wheel bases. The car is driven through or over two support members which must then be located correctly to engage the car, either directly or by using special spacer blocks.

The proper spotting points for automobiles used on rocker panel lifts vary, depending on the application. Be sure the pads are firmly contacting the vehicle manufacturer's recommended lift points before raising the vehicle.

D-8.6 – Operation

PRE-LIFT

An automatic lift is not a crane. It is not a jack or a mechanical ladder. Vehicle lifts are engineered to hoist and support vehicles only.

Automotive lifts must be operated by trained personnel only. If you don't know how to position or lift a vehicle properly, **do not operate the lift**.

Before driving a car or truck into the shop be sure the lift area is free of:

- grease and oil
- tools
- cords and hoses
- trash and other debris

Customers and by-standers should not be in the lift area or in the vehicle when the lift is in use.

The lift should be fully lowered before driving the vehicle into the work bay. Be sure the lift's areas, adapters, and supports are positioned out of the way of the vehicle's tires before driving the vehicle into the bay.

Lift Capacity
Never overload the lift. The manufacturer's rated capacity is displayed on the nameplate attached to the lift. If the nameplate is missing, or the information is not readable due to wear, check immediately with the manufacturer's representative before using.

Center of Gravity
Before lifting any vehicle know its center of gravity. The center of gravity is the point between the front and the rear of the vehicle and distributed equally.

Each vehicle has a different center of gravity, due to:

- weight distribution
- wheel base
- location of drive train
- and other factors

In most cases, the center of gravity on rear-wheel drive passenger cars is below the driver's seat. On front wheel drive passenger cars, the center of gravity is slightly in front of the driver's seat. Position the center of gravity in accordance with the lift manufacturers spotting devices.

Lifting Points
Before lifting the vehicle, check the vehicle manufacturer's recommended lifting points. In most cases, these lifting points can be found in the vehicle's shop manual. The contact pads should be positioned only according to these instructions.

Check the condition of the vehicle's lifting surfaces for damage, rust or for any oil, dirt, undercoating, or anything else that may cause slippage?

LIFTING THE VEHICLE

Once the vehicle is properly spotted, raise the lift until the pads or other supports contact the vehicle. While the lift is in motion, do not block or tie open the lift's controls. **Never leave the controls while the lift is in motion**.

No one in or near the vehicle. At this point, visually check to see that the supports are contacting the recommended lifting points securely. Raise the vehicle about a foot off the ground. Visually check the lifting points again. If the supports appear to be slipping or are not contacting a flat surface, a lift arm or other support has been incorrectly positioned. Carefully lower the lift and start over.

If a support is not firmly touching a contact point, carefully lower the lift and reposition supports. Unequal weight distribution could cause the vehicle to fall.
Once the load is secure, lift the vehicle to the desired height and visually check those contact points once more before going under the vehicle. Be sure the lift's locking device is engaged and working. If it is not, carefully lower the vehicle, inform the supervisor, and have the lift serviced.

If working under a lift that:

- does not have a locking device or
- is below the point when the locking device engages,
  place four jack stands of rated capacity under the vehicle's frame or suspension for support.

Certain features have been installed on the lift to help use the lift safely. Do not override or remove them, and maintain these features so they work as they were designed.

Maintaining Load Stability

The following are some possible causes of a change in the center of gravity.

Removing Components

Removing major components from front or rear-wheel drive vehicles may cause a radical change in the vehicle's center of gravity.

Components that may cause a shift in the center of gravity if removed include:

- transmissions
- engines
- suspension components
- rear axles and differentials
- body and frame components

Be sure to use four jack stands of rated capacity to support the vehicle, to stabilize and equalize the load when removing any of these components. When using jack stands, always adjust stand supports to securely contact the vehicle.

Never try to lower the vehicle onto the stands. Doing this disengages the lift's locking devices. If the lift is lowered too far or too quickly, the jack stands could move causing the vehicle to fall.

Check the vehicle manufacturer's service manual for recommended procedures when removing the vehicle components.

Never use engine or transmission supports or stands in the place of proper rated jack stands. These supports are not capable of supporting the vehicle.

Using Cheaters

Another uncommon technique that may cause the center of gravity to shift suddenly is torquing or loosening fasteners with a cheater or breaker bar. The sudden pushing or pulling force could cause a vehicle to slip from the lift's supports. The best way to avoid this risk is to tighten and loosen fasteners with an impact wrench.

Stored Energy

An unexpected release of stored energy, such as removal of a loaded spring or load-supporting bolt, also can cause components to shift position and alter the center of gravity.

Unequal Loads

The center of gravity may change dramatically depending on the load the vehicle is carrying (equipment or luggage in the trunk, for example). Use four jack stands to support the unequal load. Be sure the cargo does not exceed the capacity of the lift or will not shift while the vehicle is lifted. ***If the cargo is unstable, do not lift the vehicle.***

LOWERING THE VEHICLE

Before lowering the lift, be sure tool trays, jack, engine, and transmission stands, and other obstructions are removed from under the vehicle. Be sure that everyone is clear while lowering the lift. ***Never override the instant stop controls on the lift. Always be at the controls while the lift is in motion.***

Before removing the vehicle from the work bay, position lift arms and supports to provide a safe and unobstructed exit. Contact pads should be in their lowest position.

Remember, running over or striking any part of the lift with a vehicle could damage the vehicle and the lift, and affect the safe operation of the hoist.
If the controls for all the lifts in the shop are situated along the same wall, each control should be numbered or marked to identify each unit.

D-8.7 Surface-mounted Systems General

Most surface-mounted lifts use electrically powered hydraulic cylinder(s) or screw type drives. The main concerns when operating these systems include:

- Not overloading the motor's rated load capacity. The manufacturer's rated load capacity is displayed on the nameplate attached to the lift. If the nameplate is missing, check the manufacturer's service manual. Do not operate the lift without this vital information.
- Maintaining gear boxes, v-belt, or timing belt drives, if any.
- Checking, cleaning, maintaining, and lubricating drive screw and nut systems on screw- type lifts.
- Making sure the safety nut is working properly on screw-type lifts. Check the manufacturer's maintenance and operations manuals for proper use.
- Maintaining hydraulic oil level in the unit. It should be checked periodically to comply with the manufacturer's specific maintenance schedules.
- Having a qualified lift service company replace components.

Special Load-bearing Components

Follow the manufacturer's instructions for checking and lubricating load bearings, rollers and slide blocks. Also refer to the manufacturer's recommendations for checking and torquing floor bolts and superstructure connectors.

Floor Quality

Most surface-mounted lifts require special concrete foundations. Check the lift each day for any cracks or loose concrete around the mounting bolts. If there are any flaws don't use the lift. Notify the supervisor immediately. Also check the mounting bolts for tightness. If they're loose, tighten them (with the lift fully lowered) to the manufacturer's specifications.

D-8.8 - Maintenance

Lifts should be inspected on a daily basis and a record of the inspection filed. If the lift malfunctions or is damaged, **do not use it**. Repairs will be made by a qualified lift servie.

Telescoping Lift Arms

Telescoping lift arms are used mainly on frame-contact lifts. They are adjustable in order to accommodate different vehicle types and sizes. To maintain the lift arms:

- check the over-travel stops for wear
- watch for stress cracks or breaks in welds and castings
- examine arms for permanent bending
- lubricate swivel points
- never heat and/or re-bend damaged arms or weld cracks
- inspect all lift adapters and extenders before using them
- replace defective parts with those approved by the manufacturer

Chains and Cables

Chains and cables are used mostly on surface-mounted lifts as a means of lifting

and synchronization. Chains and cables are also used to synchronize the movement of pistons on some in-ground lifts. Maintenance of chains and cables include:

- Check chains and/or cables for unusual stretch or wear previous to use or on a daily basis.
- Lubricate chains and cables.
- Inspect end connections for corrosion or fatigue, excessive wear, connection hole elongation or deformation
- Check sprockets and pulleys for wear and damage. They must roll freely. Keep them lubricated.
- Examine coatings and sheaths on cables for wear.
- If there are slack sensors, be sure they are working correctly.
- Keep the salt, sand, water, dirt and other debris away from the lift. Rust can work its way onto piston housings, lift columns, chains and cables, and bearings and obstruct the lift.
- All worn or damaged parts must be replaced with the manufacturer's approved equipment by qualified lift service personnel.

Have the chain system serviced if:

- there is excessive wear on links, pins, guides, sprocket sides
- there is an increase in slack
- end connections are suspected of damage or wear
- chains are deformed, bent, rusted or broken
- chains are contaminated with foreign materials

Have the cables replaced if:

- the cable is deformed, kinked, corroded or excessively worn
- there are any broken cut, bent, or crushed wires
- the cable become unstranded
- the cable is contaminated with foreign materials
- the end connections are damaged or worn
- there is a sudden increase in slack

Air/Oil Systems

When under pressure, air can be dangerous. The main points to remember when working with air/oil (full or semi-hydraulic) lift systems are:

- Do not "tie down" or override the air or control valves. Always be at the controls when the lift is in motion.
- Always exhaust pressure valves completely before inspecting or maintaining the lift. Maintenance should be performed using proper lock and tag-out procedures. All stored energy must be exhausted before starting.
- Comply with the manufacturer’s recommendations for checking and adding hydraulic oil. If the lift vibrates or operates erratically while operating, it could be an indication of an oil leak.
- before removing the fill plug, re-check to be sure the air valve is in the

exhaust position and all air from the tank is released. Remove fill plugs slowly and carefully with a manual wrench. **DO NOT USE IMPACT TOOLS TO REMOVE FILL PLUGS.** Removing the plug quickly could cause it to release simultaneously if the system is under pressure.

If the lift is equipped with a low oil control, be sure it is operating properly. If there is reason to believe it is not, stop using the lift until it is serviced. Use caution when removing other plugs, fittings, and connections. Follow the lift manufacturer's instructions for bleeding pressure valves and fittings and for checking hydraulic oil. if there is any escaping air or liquid seeping around the plug, **STOP IMMEDIATELY** and release the stored pressure in the system.

- Keep filters and magnets clean.
- Check seals, packing, and wipers periodically
- Make sure the return lines to the reservoir are tightly connected and aren't leaking or damaged.
- Watch for oil leaks in the cylinder housing, and check for damage in the piston rod or plunger.
- Have a qualified lift service personnel install and repair air and oil lines.

Soil Conditions

There are certain conditions that should be monitored if the shop uses in-ground lifts. Water and various soils have the potential to corrode metal. Inspect the integrity of the pistons and other components. If any defects are noticed, the lift should not be operated until it's repaired. Corrosion may also affect the hydraulic oil tank and oil lines if they are underground. If leaks occur, contamination to local soils and ground water supplies could result. Check the lift's oil level regularly. If any amount of oil has to be added to the lift, a leak may exist.

D-8.9 – Personal Protective Equipment

NFADA STF Member Dealership will provide all workers with proper personal protective equipment. *See Section B-1 Personal Protection Equipment for further details* This may include safety eye and facewear, headwear, footwear, hearing protection and proper protective clothing.

As required by the NFADA STF Member Dealership personal protection equipment assessment, safety eyewear and face protection is to be worn to protect the eyes from rust, sparks, engine coolant, and other substances that might fall from the bottom of a vehicle or become airborne due to the work process.

Safety shoes, approved by the Safety Coordinator, with slip-resistant soles must be worn to protect the feet from falling objects and slipping and tripping hazards like transmission fluid and other lubricants.

As required by the NFADA STF Member Dealership personal protection equipment assessment, appropriate gloves should be worn to protect the hands against heat and flying torch sparks, sharp edges, and rusted or broken parts.

If the job involves using noisy tools like air chisels and impact tools, hearing protection must be worn. *See Section B-1 for further information.*

D-9
HOUSEKEEPING

References

OSHA 29CFR 1910.25 OSHA 29CFR 1910.34

D-9.1 - Expectation
It is the intention of NFADA STF Member Dealership to provide for a neat, clean, organized work area. Practice continual and simplified good housekeeping methods. Good housekeeping has a direct effect on the safety, efficiency and success of a work area.

D-9.2 - Duty
The Department Manager is responsible for the implementation and control of a good housekeeping system, however it is up to the individual employee to maintain it. Housekeeping should be planned and monitored throughout the work area.

D-9.3 - Operation
Work areas and exits shall be kept clear to allow for safe and easy access to all operating equipment and safety facilities present. Parts, equipment and tools shall be kept orderly.

Work sites shall be maintained in a neat and orderly manner. Tools, equipment, and materials brought to and removed from the work site consistent with the job requirements.

All oil spills or slippery walking surfaces shall immediately be cleaned up.

Walkways, aisles and stairways shall be kept clear. If a passageway has to be obstructed or floor openings have to be uncovered, erect barricades and clearly display warning signs. All public spaces shall be maintained safe for easy egress and free of debris, ice and snow.

When materials such as bags, containers and bundles are stored in tiers, they shall be stacked securely by blocking and interlocking.

A minimum clearance of 18" shall be maintained between the top level of the stored material and ceiling sprinklers.

Set responsibilities for proper storage and placement of work items including:

* Materials	* Tools and Tool Boxes	* Equipment
* Hoses	* Cords	* Other applicable items

Inspect and monitor housekeeping continually.

Trash shall be handled as follows:

A. Determine the type and amount of waste to be handled.

B. Determine if any of this waste can be recycled. Follow all the requirements as established by Federal, State and Local agencies concerning recycling designated materials.

C. All hazardous wastes shall be handled as detailed in *Section F-2 – Hazardous Waste Control* and as established by the Hazard Communication Standard and applicable Material Safety Data Sheet (MSDS) procedures.

D. Designate responsibilities for collection and disposal.

E. Arrange for regular removal of materials from the facility.

Housekeeping is the responsibility of all employees involved. Keeping your work area clean and neat benefits you and your co-workers. Make the effort.

E-1
ELECTRICAL SAFE WORK PRACTICES

References

OSHA 29CFR 1910 Subpart S
National Electric Code (NEC)

E-1.1 - Expectation
NFADA STF Member Dealership's basic requirements regarding safely working with or around electricity. To assure workers that equipment, power tools and power cords have an effective, working grounding conductor for electrical safety and shock protection.

E-1.2 - Duty
The supervisor is responsible for all aspects of the electrical program. Before work is to begin supervision must designate that an assured grounding and/or a ground fault interrupter system protects all tools and equipment.

E-1.3 – Design, Installation and Maintenance
1. Electrical installations shall be in accordance with the National Electrical Code (NEC).
2. Electrical installations performed in accordance with the NEC will be in compliance with the OSHA standard that incorporates the entire NEC.

E-1.4 – Definitions

Qualified person: One familiar with the construction and operation of the equipment and the hazards involved and one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project. Qualified individuals are permitted to work on or near exposed energized parts and have been properly trained, including how to identify exposed live parts and their voltage and know the procedures that need to be followed when working on exposed live parts or are near enough to be at risk.

Unqualified person: An individual who is exposed to the potential risk of electric shock due to proximity. An *unqualified person* must be trained to know the risks associated with energized equipment, which tasks must only be done by *qualified persons,* and what procedures need to be followed to protect themselves and others when working around electricity.

E-1.5 - Operation - General
1. Electrical equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees.

Employees who are not qualified electricians must be specially trained. All employees working with voltages 50 volts or more must be properly trained in electrical safe work practices.

2. Electrical equipment, tools, cords, receptacles etc. must be inspected before each use. Check each day for:
    - deformed or missing blades,
    - external insulation damage,
    - indications of possible internal damage,
    - other signs of improper conditions.

3. Defective components, such as damaged cords, broken plugs, broken receptacles, broken switches, etc., must be removed from service and repaired or destroyed.

4. All deficiencies must be repaired immediately before they can be used. These include exposed conductors, lack of guards, missing covers, open panel doors, unidentified high voltage equipment, etc.

5. Portable electric tools and equipment shall meet one of the following specifications:

    - Double insulated type and permanently labeled as double insulated.
    - Equipped with three-wire cord having the ground permanently connected to the tool frame and a means for grounding the other end.
    - Connected to the power source by means of an isolating transformer or other isolated power supply.

6. All 120V single phase portable electric power tools or extension cords when used outdoors, in wet conditions or in a construction area, shall be supplied through a ground fault interrupter unless supplied by an isolated source.

    - *The ground fault interrupter, where required, shall be utilized as close to the power source as practical. Portable ground fault interrupters shall be tested before each use.*

7. Electrical receptacles will be grounded, of proper amperage and configuration for the voltage utilized.

1. Extension cords are to be used for temporary purposes under 30 days only and shall not be used for a permanent source of electricity.
2. Extension cords must have the three-conductor type with matching plug and receptacle and designed for hard or extra-hard usage. Never remove ground plug.

3. Portable electric lighting used in wet and/or other conductive locations shall be operated at 12 volts or less. However, 120-volt lights may be used if protected by a ground-fault circuit interrupter.

4. Select electrical equipment based upon the types of flammable materials present at the work area. If flammable materials are present take precautions to ensure there will be no electrical sources of ignition.

E-1.6 – Electrical Boxes

1. Live parts of electric equipment operating at 50 volts or more shall be guarded against accidental contact by approved cabinets or other forms of approved enclosures, or by any of the following means:

    - By location in a room, vault, or similar enclosure that is accessible only to qualified persons.
    - By suitable permanent, substantial partitions or screens so arranged that only qualified persons would have access to the space within reach of the live parts. Any openings in such partitions or screens shall be so sized and located that persons are not likely to come into accidental contact with the live parts or to bring conducting objects into contact with them.
    - By location on a suitable balcony, gallery, or platform so elevated and arranged as to exclude unqualified persons.
    - By elevation of 8 feet or more above the floor or other working surface.
    - In locations where electric equipment would be exposed to physical damage, enclosures or guards shall be so arranged and of such strength as to prevent such damage.

2. Entrances to rooms and other locations containing exposed live parts shall be marked with conspicuous warning signs forbidding unqualified persons to enter.

3. There shall be no openings in breaker boxes. Fill opening with spacers.

4. Disconnects and circuit breakers must be labeled to clearly identify what equipment that they service.

5. For electrical equipment rated at 600 volts nominal or less, a minimum of 30 inches of working space must be maintained in front of electrical cabinets, breaker panels and other disconnecting devices. This space may not be used for storage.

E-1.7 – Outlets

1. Outlets shall have an ampere rating not less than the load to be served.

2. Outlets shall be securely attached to a structural component of the facility.

3. Outlets shall be verified for correct polarity and grounding.

4. Outlets shall be in proper physical working order. No cracks or broken components.

5. Outlet shall be in a housing / box with no exposed wiring.

6. *Never* use three to two prong ”cheater” plugs.

E-1.8 - Repairs

- ***In general leave the electrical work to the qualified electricians. If a piece of equipment is in question about its electrical safety have it checked out by a trained electrician or person qualified in determining the condition.***

- Unless circumstances require otherwise, no repairs, component replacement, alterations or modification can be done while equipment is energized.

- The electrical plug shall be removed before servicing the electrical tool including changing drill bits, changing blades, etc.

- When working on closed circuits, use tools with insulated handles and wear rubber gloves. Ordinary rubber gloves, boots, shoe soles etc. *shall not* be used as most contain carbon and will conduct electricity.

- If energized equipment must be left exposed and unattended post a warning of the hazard and construct an adequate barrier or guard.

- Lockout and tagout procedures must be followed at all times. Reference to *Section E-2 - Lockout / Tagout Program* for details.

E-2
LOCKOUT AND TAGOUT

References
OSHA 29CFR 1910.147

E-2.1 - Expectations

This program is designed to meet the requirements of the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.147 "Control of Hazardous Energy Sources" and establish rules and procedures which will protect employees from the accidental energization of equipment when performing service and maintenance on equipment or machines.

E-2.2 - Duties

The supervisor is responsible for managing this program. He/she will be responsible for training and assisting employees with locating, locking, tagging and required procedures. Specific Lockout / Tagout procedures must be developed for each specific machinery before work can begin as types of equipment on site continually changes and each piece of equipment is likely to have different requirements.

E-2.3 - Scope

The Control of Hazardous Energy Sources program at NFADA STF Member Dealership will follow the requirements mandated by OSHA in 1910.147 and 1910.333, which include:

- Equipment addressed by the standard (applicable equipment)
- Responsibilities of the Supervisor, Employee, and Department
- Lockout device requirements
- Training required for employees
- General Lockout and Tagout procedures
- Machine specific lockout procedures
- Lockout and tagout rules

E-2.4 - Definitions

Affected Employee - A machine operator or user of the equipment or system shutdown by a lockout/tagout procedure.

Authorized Lockout Tagout Director - A person designated by NFADA STF Member Dealership for interacting with employees to identify all systems to be locked and tagged out. They must then train and assist the other authorized employees in locating and locking these items out.

Authorized Employee - Any employee who locks out and tags or tags out a piece of equipment or system in order to perform service, maintenance, installation or replacement.

Energy Isolating Device - Any mechanical device that prevents the transmission or release of energy. These devices include valves, disconnect switches, manually operated circuit breakers, blocks, and any similar devices. Items such as push buttons, selector switches and related devices are not included.

Energy Source - All mechanical, electrical, pneumatic, hydraulic, chemical, thermal, or other energy sources.

Lockout - The installation of a lock and tag on an energy isolating device, in correspondence with the established procedure so as to prevent release of energy until the lock is removed.

Lockout Capability - A device is capable of being locked out if it can be held in the off position, by placing a lock or related fastener into it; if it has a built in lock which will hold the device in the off position and; if a lock can be placed on the device to hold the device in the off position without having to make permanent alterations to the devices controlling capability.

Service and Maintenance - This includes all work including installation, adjusting, constructing, inspecting, modifying and all maintenance and service work on machines, equipment or systems where the employee has the potential to be exposed to an unexpected start-up or release of energy.

Tag - A noticeable warning emblem, with the name of the employer, name of employee and date of attachment, which can be attached to an energy isolating device that indicates that the device and the system being controlled can not be operated until the tag is removed.

E-2.5 –Program Requirements:

A. Equipment Addressed by the Standard (Applicable Equipment)

The standard applies to the control of energy during the service and maintenance of all machines or equipment, which an employee must:

- Bypass a guard or other safety device.
- Place any part of his/her body into the point of operation of the piece of machinery or equipment or where an associated danger zone exists during a machine operating cycle.

Exceptions to this standard include:

- Work on **CORD AND PLUG** connected equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by unplugging equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.
- **HOT TAP OPERATIONS** - which continuity of service is essential, shutdown of equipment is impractical, and documented safety and health procedures are followed

B. Responsibilities:

Supervisors (Authorized LOTO Director) Must:

- Implement the NFADA STF Member Dealership' Lockout/Tagout program as it applies to "affected" and "authorized" employees within their respective organizations or areas.
- Ensure that "affected" and "authorized" employees follow machine specific procedures, developed for their areas.
- Train employees in the machine-specific energy control procedures and provide annual retraining.
- Maintain a training record of authorized employees within their areas
- Notify the Safety Coordinator and ensure that machine specific procedures are updated whenever there is a change in equipment or machinery.
- Ensure that each lockout/tagout device can only be removed by the employee who applied the device.

- Ensure that new equipment or overhauled equipment can accommodate locks.

- Adopt procedures to ensure safety when equipment must be tested during servicing, when outside contractors are working at the site, when a multiple lockout is needed for a crew servicing equipment, and when shifts or personnel change.

- Correct any inadequacies pointed out in the annual inspection within **30 days** of the inspection.

- Ensure retraining is given in machine specific procedures whenever there is a change in employees job assignment, change in machines, equipment or process that present a new hazard, or when the energy control procedure changes.

- **Retrain an employee whenever he/she is found to have deviated from the program procedures.** Deviations and deficiencies will be identified during periodic inspections.

- Discipline employees who fail to follow procedures.

Authorized Employees Must:

- Attend training classes and pass a written exam to show he/she has knowledge in the use of the energy control procedures.

- Follow the general and machine specific lockout and tagout procedures when performing service or maintenance.

- Review machine specific procedures with the supervisor before performing a lockout and tagout.

- Complete a lockout and tagout log sheet, which informs supervisor that lockout and tagout will be in effect on a piece of equipment.

- Notify all workers in the area that lockout and tagout will be performed on the equipment.

- Inform the supervisor of any discrepancy or problems with machine specific procedures, which need to be corrected.

The Safety Committee has developed and will maintain:

- A lockout and tagout compliance program that meets the requirements of OSHA 29 CFR 1910.147.
- A complete list **(Attachment E-2B)** and training record of **authorized employees** within NFADA STF Member Dealership
- A complete list of candidate machines and develop machine specific procedures in writing for the control of hazardous energy which include:

- Preparation for shutdown
- Shutdown
- Equipment isolation
- Lockout/tagout application
- Release of stored energy
- Verification of shutdown
- Release of lockout/tagout
- Employee notification and safe positioning
- Removal of lockout/tagout device

- Provide employees with lockout and tagout training, which will include the general lockout and tagout procedures.

- Define the requirements of locks and tags, which are to be used by employees.

- Perform annual inspection of lockout and tagout program which will include:

  - A review with the authorized employee of his/her responsibilities under the energy control procedure.

  - Review of the Lockout/Tagout logbook to determine if appropriate Supervisors are aware that their employees are using lockout and tagout procedures.

  - Annual physical inspection of Lockout/Tagout procedures and written certification that Lockout/Tagout is being implemented as required. The annual physical inspection will identify the machine or equipment on which the energy control procedure was being utilized, date of inspection, and employee using the procedure, and inspector's name. The Safety Coordinator shall retain the certification.

C. <u>Lockout Device Requirements:</u>

All supplies required to comply with this program, with the exception of designated locks, are available from the Safety Coordinator. Designated locks are ordered and provided to "Authorized" employees by the Safety Coordinator. If a special lockout device is needed, contact the Safety Coordinator for information on where the device may be purchased.

Locks

- Locks will be red in color or have a red plastic bad around the base.
- These locks shall be used only for lockout.
- The lock's user shall be clearly identified by using an adhesive, vinyl ID label affixed around the body of each lock employed as a lockout device.
- There will only be <u>one</u> key for each lock.
- Master keying of Lockout/Tagout locks is not authorized.
- Locks and keys shall not be shared.

- Only the employee assigned the lock shall remove locks.
- If a supervisor must remove a lock, bolt cutters are to be used and only after the lock's owner has been accounted for and the work area has been cleared.

Tags

- Tags will be laminated, double sided, and display one of the following messages:

  - "DANGER DO NOT OPERATE EQUIPMENT LOCKED OUT"
  - "DANGER DO NOT START EQUIPMENT LOCKED OUT".

- The tags will have a place for the employee's name and date work began.
- No less than 50-lb. tensile strength nylon cable ties will be used to attach tags to equipment.

Lockout Devices

There are a variety of lockout devices available to allow locks to be placed on equipment and machinery. The Safety Coordinator will have devices such as:

- hasps
- circuit breaker lockouts
- ball valve lockouts
- valve cover lockouts
- plug lockouts
- chain

Lockout/Tagout Log Sheet

Log sheets will be kept by the supervisor to track the following information:

- Job number/work order number
- Location of work
- Date
- Time started
- Time finished
- Workers name
- Lock number

The log sheets will be available for inspection at the request of the Safety Coordinator or OSHA compliance officer.

D. Training

S.A.F.E. will provide general lockout / tagout training. The training will include the following:

- The purpose and function of the energy control procedure.
- Recognition of applicable hazardous energy sources.

- Methods and means necessary for energy isolation and control.
- Retraining will be provided when deficiencies in the program are found or when employee(s) are found deviating from the procedures.
- Certification that training has been accomplished and up to date by having employees sign a roster and pass a written exam.

Additional training will be completed to inform the employee of the hazards involved with the particular equipment they will be required to service.

E. General Lockout and Tagout Procedures

Whenever it is necessary for personnel to be involved in the servicing or maintenance of equipment, machines, or systems, the following procedures are to be followed.

1.) PRE-LOCKOUT

a.) Obtain a tag and LOTO log **(ATTACHMENT E-2C)** from the Safety Coordinator and on the ***Safe T First Safety Manual CD-ROM*** and fill in the information, which is needed to complete the lockout and tagout manual.

b.) Obtain the machine specific lockout and tagout procedures developed by **NFADA STF Member Dealership** and review those procedures.

c.) Obtain lockout and tagout devices and any personal protective equipment, which is needed to perform lockout safely.

d.) Secure work area and notify other employees in that area that lockout and tagout will be in effect on the equipment.

Note: The following steps are general steps and are to be included into the machine specific procedures. These are to be followed when performing lockout and tagout.

2. LOCKOUT

a.) Turn equipment off at the main off switch or button using normal shutdown procedures.

b.) Place assigned lock on machine or equipment and place any other lockout device in the correct location.

c.) Place name, date, and time work is begun on the tag and attach the tag to the lock.

d.) Ensure area is clear and attempt to start the equipment or machinery using the "on" switch or button. This will verify that all stored energy has been dissipated and lockout is working.

e.) Return switch or button to "off" position and with a meter check all electrical to ensure electrical energy has been dissipated.

f.) Equipment is now locked out and work may begin.

3. POST LOCKOUT

a.) When work is completed check to be sure all tools, test equipment, rags, etc., have been removed from the work area.

b.) Remove all lockout and tagout devices which where placed on the equipment. Check machine specific procedure to determine if the order in which they are remove is significant.

c.) Ensure the area is clear and proceed with re-energizing the equipment.
d.) Return tag with the date and time work was completed and record it in the lockout logbook.

F. Machine Specific Procedures:

1. Machine specific procedures are to be followed by an authorized employee when performing lockout and tagout on a piece of equipment. These procedures are to be kept by the supervisor and will be reviewed by the authorized employee before the work is to be performed. The procedure shall contain the following information:

   a.) Specific statement of the intended use of the procedure.
   b.) Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
   c.) Specific procedural steps for the placement, removal and transfer of lockout devices and the employee's responsibility.
   d.) Specific requirements for testing a machine or equipment to determine and verify the effectiveness of the lockout.

2. The following information is required to enable the machine specific lockout and tagout steps to be written:

   a.) Name of machine and location.
   b.) Type and magnitude of energy involved and method of control.
   c.) Type and location of energy isolation devices.
   d.) Type of stored energy and method to dissipate.
   e.) Method of verifying the isolation of energy.
   f.) Names of personnel authorized to work on equipment.

G. Lockout and Tagout Rules:

1. Locks and tags will be removed only by the person who placed the lock and tag initially. Removing another person's lock will result in immediate disciplinary action.

   a.) If a worker does fail to remove the lock and tag upon completion of a job and start-up is necessary, only the employee's supervisor has the authority to restart the equipment or machine. In turn the supervisor must record in the lockout and tagout manual that the lock has been removed.
   b.) The supervisor must use bolt cutters to remove the lock and the employee must be notified lock has been removed.

2. Under no circumstances is it permissible to inch or start a piece of equipment or activate a switch, which is tagged out.

3. When more than one trade or contractor is involved, the following is required:

   a.) Each worker will place their own lock and tag where appropriate.
   b.) A neutral lockout and tagout must also be used, preferably a supervisor.

c.) Contractors are to be aware of the NFADA STF Member Dealership' LO/TO procedures when working with an employee, or at the NFADA STF Member Dealership' facilities.

E-2.0A
Safe T First

GENERIC LOCKOUT / TAGOUT EQUIPMENT PROCEDURES

These procedures are provided as reference towards assisting in your LOTO effeorts. Each piece of equipment requiring LOTO in your facility mist have specific procedures defined by your organization towards shutdown, isolation, blocking and establishing a "zero energy" state when working on a piece of equipment. The following written procedures provided by ***NFADA Safe T First*** *are only starting points and do not replace the need for your organization to develop specific in-house procedures.*

AIR COMPRESSOR

1. Unplug power cord OR place disconnect switch or breaker in OFF position.
2. Tag power cord or place lock and tag on disconnect switch.
3. Open valve and bleed air from tank.

BUILDING ELECTRICAL SYSTEMS

1. Locate primary disconnect switch or breaker and place in OFF position.
2. Attach lock and tag to disconnect switch position.
3. Place tag on OFF/ON position.

OTHER PERMANENTLY WIRED ELECTRICAL EQUIPMENT

1. Locate primary disconnect switch or breaker and place in OFF position.
2. Place lock and tag on switch.
3. Place START/STOP, ON/OFF switch(es) in OFF position and secure tag on or near switch.

PRESSURE WASHER

1. Locate primary breaker or disconnect switch and place in OFF position.
2. Locate ON/OFF switch and tag switch in OFF position.
3. Release water pressure by turning hand valve.

E-2.0B

NFADA STF Member Dealership

Employees

Authorized to Perform Lockout/Tagout

Employee	Department

F-1
HAZARD COMMUNICATION

References

OSHA 29CFR 1910.1200

F-1.1 - Expectation
The purpose of this program is to ensure that employees and outside contractors of NFADA STF Member Dealership are informed of the efforts and methods in complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations Part 1910.1200.

F-1.2 - Duties
Every employee of NFADA STF Member Dealership will be informed on their hire date, of the information contained within this Hazard Communication Program (HCP); the hazardous properties of the chemicals with which they work or are exposed to; operations where hazardous chemicals are used; and safe handling procedures and measures to be taken to protect themselves while working with or around these chemicals. In addition applicable employees will be informed of the hazards associated with non-routine tasks.

The NFADA STF Member Dealership Safety Coordinator has the overall responsibility for ensuring the program is current and enforced. The program will be made available at all times for employees to review and / or to obtain a copy from at the Safety Coordinators' office.

Each Department Manager will be responsible for implementing, training and enforcing this Hazard Communication Program with respect to their department.

F-1.3 - Hazard Determination Procedures
1. To determine if a chemical or material to be used in a work area is included within the Hazard Communication Program a Material Safety Data Sheet (MSDS) will be obtained for every chemical found within the facility. If the MSDS indicates that the chemical or material is hazardous and is included on the 29CFR 1910.1000 Z-lists, it will then be included in the Hazard Communication Program and handled accordingly.

2. NFADA STF Member Dealership uses an online MSDS service and must verify that the hazardous material that they have obtained is present on this service for reference. If the particular dealer does not use an online service an MSDS must be obtained and on file for each substance

3. MSDS's and letters from chemical manufacturers or suppliers noting that a particular substance is not hazardous will also be filed as proof of the chemical innocuous properties.

F-1.4 - General
The Safety Coordinator has compiled and will maintain an inventory list of all hazardous chemicals and MSDS's used at the facilities of NFADA STF Member Dealership This master list of hazardous chemicals and MSDS's is attached to this program and will be available for review at the main office**.**

Each Department Head will maintain an inventory list for all hazardous materials used in their work areas.

The hazardous chemical list will be updated upon receipt of new hazardous chemicals. The chemicals will be listed using the name referenced on the container label and on the related material safety data sheet.

F-1.5 - Material Safety Data Sheets (MSDS)
Upon purchase of a product the purchaser shall request a MSDS if applicable to the product being purchased. The Department Managers will be responsible for every hazardous and non-hazardous chemical present in their department. Upon receiving the required MSDS, the Department Manager will provide a copy to the Safety Coordinator for review and inclusion in the master list. The Safety Coordinator will ensure that the MSDS's meet the requirements of the Hazard Communication Standard, that they are in English, and they are fully completed when received prior to, or at the time of receipt of the initial shipment of any material brought into the facilities of NFADA STF Member Dealership

An MSDS cannot have any blank spaces. If no relevant information is known for a particular category on the MSDS, the chemical manufacturer, or importer preparing the MSDS must mark it to indicate that no applicable information was found. If an MSDS is received incomplete from a supplier, the supplier will be contacted for clarification on the missing information. Documentation of phone conversations and correspondences must be maintained.

The Safety Coordinator will additionally review incoming data sheets for new and significant health/safety information and will ensure that the new information is given to the affected employees. Copies of all MSDS will be reviewed continually for completeness.

If a MSDS is not provided prior to or along with an initial hazardous chemical shipment, the purchaser will contact the supplier by telephone and have the MSDS either faxed to or sent to NFADA STF Member Dealership at the earliest possible time. If this time has become excessive, the vendor will be contacted by letter. If not received within 30 days after the written request OSHA will be contacted in writing for compliance.

An MSDS that is obsolete due to the chemical no longer being used, has been updated or replaced, will be kept in the back of the MSDS file.

TRADE SECRETS
A chemical manufacturer, importer or supplier may withhold only the specific chemical identity of a chemical. They cannot withhold health or physical effects of the chemical. The phone number of the chemical manufacturer or importer must be available on the MSDS for contact in case of emergencies.

F-1.6 - Labels and other forms of warning

The Safety Coordinator has the overall responsibility to verify compliance of the facility regarding correct implementation of labeling hazardous chemicals. Department Managers are responsible to ensure that all hazardous chemicals in their control are properly tagged, marked and labeled and updated as required. All hazardous chemicals received by or shipped from NFADA STF Member Dealership will list the following at a minimum:

- CHEMICAL NAME / IDENTITY
- HAZARD WARNINGS; and
- NAME AND ADDRESS OF THE MANUFACTURER, IMPORTER, OR RESPONSIBLE PARTY.

The Department Manager will refer to the corresponding MSDS to verify label information. If the label is determined to be deficient when referring to the MSDS, the manufacturer, supplier or importer will be contacted immediately for corrective action. The labeling system of hazardous materials delivered to NFADA STF Member Dealership will rely on information provided by the manufacturer, importer or supplier.

If chemicals are transferred from a manufacturer labeled container by an employee to a portable/secondary container that will be utilized immediately, and is depleted by that employee during a work shift, then a label is not required on that container. Chemicals that are transferred to a portable container not intended for one employee's immediate use shall be labeled with the chemical's identity and appropriate safety and health hazard information. Labels must be approved by the Safety Coordinator prior to use. ***NFADA Safe T First*** recommends that all containers be labeled as a typical activity to avoid confusion.

Employees of NFADA STF Member Dealership shall not remove or deface existing labels from incoming containers of hazardous chemicals. The Safety Coordinator will ensure that labels remain intact by conducting frequent spot checks throughout the facility.

F-1.7 - Employee Training and Information

Employees of NFADA STF Member Dealership who work with or are potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and the safe use of those hazardous chemicals. Training will be completed to ensure that all employees receive training when they are first hired. Additional training will be provided to employees whenever a new hazard is introduced into the work area.

The Safety Coordinator will review the employee training program semi-annually to ensure its' effectiveness.

The Safety Coordinator shall be responsible to coordinate and verify that Hazard Communication training has been completed. The NFADA Safety Director will additionally monitor and maintain records of employee training; including names dates and trainer and advise on training needs.

After attending the training class, each employee must pass a test and will sign a form to verify that they attended the training, that the written HCP is made available for review and that they understand the HCP.

Employees will also be informed at the time of their initial hire orientation that a copy of the OSHA Hazard Communication Standard and a copy of this program will be available for their review. It will be found in the NFADA STF Member Dealership Safety and Health Manual located in each Department, as well as posted on the main bulletin board**.**

F-1.F-1 - Independent Contractors

Upon notification that an independent contractor will be present at the facility, will advise contractor or contractors verbally and in person of any chemicals that may be encountered in the normal course of their work at or with NFADA STF Member Dealership

In coordination with the Safety Coordinator the following information will be provided to contractors:

- Hazardous chemicals to which they may be exposed to while in the workplace;
- Measures to lessen the possibility of exposure;
- Procedures to follow if they are exposed;
- Handling procedures and existing labeling system.
- Availability and location of this written Hazard Communication Program and all MSDS's.

Each contractor bringing hazardous chemicals into the facilities shall ensure that the proper hazard information including labeling and MSDS's are provided to the Safety Coordinator or when applicable the Department Manager prior to the start of the work. They will then in turn inform the employees who are potentially exposed.

F-1.9 - Non-routine Tasks

Employees assigned or contemplating a non-routine task (any task outside of their normal work duties) will consult with the Safety Coordinator or applicable supervision prior to beginning work. This will ensure that these employees are properly trained to perform the task and that appropriate protective measures are taken.

F-2
HAZARDOUS WASTE CONTROL

References

DOT 49 CFR

OSHA 29CFR 1910.1200

F-2.1 - Expectation

To serve as requirements of NFADA STF Member Dealership regarding handling and disposal of hazardous waste and all other materials coming under the definition within the hazard communication program of hazardous waste.

F-2.2 – General

Title 49, Code of Federal Regulations (49 CFR), governs the transportation of Hazardous Materials in commerce. The Regulations include training requirements, packaging standards, proper preparation of packages for transport purposes, marking and labeling of packages, placarding of vehicles, proper documentation to accompany the shipment in the form of shipping papers, emergency response information and other requirements.

Automobile Dealers are regulated by this standard as the parts department, body shop and shipping/receiving employees must handle hazardous waste and must qualify as HAZMAT employees. It is the responsibility of the department manager to properly mark and train related employees. The NFADA will provide HAZMAT training and refresher training on an annual basis to designated employees.

F-2.3 - Definitions

Hazardous Material means a substance or material, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated.

Marking means a descriptive name, identification number, instructions, cautions, weight, specification, or UN marks, or combinations thereof, on outer packaging of hazardous materials. Markings must be visible on the outer package.

HAZMAT Employee means a person who in the course of employment directly prepares, handles, labels, loads, unloads and ships hazardous materials.

F-2.4 - Duty

This dealership may use one or more of its employees regarding having hazardous materials transported or shipped in commerce; or representing, marking, certifying, containers, drums, or packaging as qualified for use in the transportation of hazardous materials.

The HAZMAT / Safety Coordinator and is responsible for the overall implementation, coordination and maintenance of the HAZMAT Employee Training.

The HAZMAT / Safety Coordinator shall:

- Maintain and enforce this HAZMAT Program.
- Ensure compliance with all aspects of the facility HAZMAT Program and the DOT Standards
- In coordination with the Department Managers, provide information and training to employees for HAZMAT training.
- Audit facility periodically to demonstrate program effectiveness.
- Complete tri-annual refresher training.
- Ensure on-site contractor compliance.
- Maintain recordkeeping.

The Parts/Purchasing Department will:

- Identify hazardous materials, including air bag modules, that are subject to this HAZMAT regulation.
- Coordinate with the Safety Coordinator as necessary, when hazardous materials are to be shipped.
- Ensure that any employees transporting hazardous material(s) have received proper training and, in the case of materials of trade, are notified of the nature of the hazardous material(s) being transported.
- Maintain an adequate supply of containers and keep proper packaging and packaging materials for air bag modules on site in the event a defective air bag module needs to be returned. Materials of trade should be placed in the original or equivalent packaging, marked with the proper shipping name or common name and secured in the vehicle.
- Ensure that the proper air bag module packaging matches with the air bag module being returned.

The Department Managers will:

- Be responsible for safe disposal of hazardous waste.
- Be responsible for implementing and enforcing compliance by employees under their jurisdiction.

- Ensure, along with the Safety Coordinator, that Hazardous Materials which are transported or shipped are properly identified and that only HAZMAT certified employees are used for preparing shipping papers, packaging the HAZMAT, and labeling and marking the package.
- Ensure that a copy of the HAZMAT shipping paper is filed for a one-year period after shipment.
- Check employee training records to ensure only qualified personnel are involved in hazardous materials transportation or shipping.

Employees will:

- Comply with all aspects of the HAZMAT Program.
- Follow established precautionary measures and use the protective equipment listed on the MSDS, as appropriate.
- Ensure that all containers are appropriately marked
- Check with a Department Manager if they are uncertain about any procedure involved with transporting or shipping hazardous materials.

F-2.5 - Operation

1. Identify all waste that needs disposal within the facility. All hazardous waste shall be handled as established by the Hazard Communication Standard and applicable Material Safety Data Sheet (MSDS) procedures. Label the containers and control them at the facility.

2. Determine proper disposal methods for all hazardous materials that may include obtaining a certified hazardous waste handler and disposer for required materials. Obtain proper permits if necessary.

3. Ensure that proper packaging are used for hazardous material shipments and that the correct markings and labels are applied.

4. Ensure that only qualified and certified HAZMAT employees are used for shipping or transporting hazardous materials.

5. Ensure that shipping papers are properly filled out and that an emergency response phone number is listed on the shipping paper, including the area code. The shipper's certification should also be signed.

6. Ensure that adequate supplies of labels and proper packaging are kept. Ensure that copies of shipping papers are filed for one year following shipment.

7. Keep comprehensive records of all materials arriving at the facility. The disposition of all materials must be known including all materials which evaporate to the atmosphere, materials drained to sanitary or storm sewers, materials disposed of in trash containers and materials which become part of an installation / construction.

8. Communicate these requirements to all employees and parties involved at the facilities and work sites.

9. All waste shall be removed from the work areas on a daily basis.

10. Follow all the requirements as established by Federal, State and Local agencies concerning recycling designated materials.

F-2.6 - Program Monitoring

The HAZMAT / Safety Coordinator will periodically (at least annually) conduct a facility audit to evaluate effectiveness of this HAZMAT Program. The audit will cover employee aspects of the Program and include evaluation of program knowledge and implementation of employees. If areas are found to be deficient the program will require updating and refresher training shall be provided.

F-3
SPILL AND RELEASE CONTROL

References

OSHA 29CFR 1910.1200

F-3.1 - Expectation
To serve as requirements for NFADA STF Member Dealership regarding prevention of spills and releases to the environment.

F-3.2 - Duty
It is the responsibility of supervision for controlling spills and releases.

F-3.3 - Operation

1. Small controllable hazardous waste spills shall be handled as directed by the applicable Material Safety Data Sheets (MSDS's) using necessary personal protection equipment and safety controls. Typically 55 gallons or less. Only employee's trained and competent in small hazardous waste cleanup, shall complete the clean up.

2. Specific conditions require specific classifications and consideration (examples include highly toxic or combustible materials). The supervisor shall determine if clean up should be completed by NFADA STF Member Dealership employees.

3. Larger hazardous waste spills and spills which are considered by supervision too risky to be handled by NFADA STF Member Dealership shall be controlled and cleaned up by the local fire department or other qualified emergency response agency.

4. When using highly hazardous materials, hazardous materials in significant amounts, or if other circumstances dictate, NFADA STF Member Dealership will not handle potential spills. The local fire department (if qualified) or other qualified emergency response agency shall be contacted in advance of incorporation of the hazardous material into the facility or on to the site. All pertinent information, including Material Safety Data Sheets (MSDS's) shall be provided to assist in control and clean up.

G-1
VEHICLE AND EQUIPMENT SAFETY

G-1.1 - Expectation
Minimum requirements of NFADA STF Member Dealership for safe vehicle use.

G-1.2 - Duty
It is the responsibility of the Safety Coordinator, supervision and every driver to comply with all aspects of the vehicle and equipment safety program.

G-1.3 - Operator License
Employees must have a current valid driver's license to operate a Company vehicle or motorized piece of equipment and has a responsibility for the correct and safe operation of that vehicle. State and local traffic regulations must be observed at all times. If an employee's license has been suspended or revoked it must be reported to management.

G-1.4 - Eye Examinations
NFADA STF Member Dealership shall utilize the employee's valid NYS driver's license as proof of passing an approved eye examination.

G-1.5 - Operation - General
1. Employees will not obstruct their hearing while operating a motor vehicle unless it is:

    A. Hearing protection approved by NFADA STF Member Dealership and as selected by *Section B-1B Hearing Protection,* or
    B. A radio headset required for safety-related radio communication.

2. When climbing into or exiting equipment, face vehicle using the 3-point contact system with any combination of 3 limbs in stable contact with the equipment.

3. Employees may not operate equipment or motor vehicles if they are taking prescription medication that impairs their ability to operate such equipment or vehicles. If employees are taking any such medication, they must report it immediately to their supervisor.

G-1.6 - U-turns
1. U-turns will be avoided whenever possible. If a U-turn must be completed it is essential that the driver use reasonable judgment and an appropriate location.

G-1.7 - Vehicle Backing

1. No vehicle is to be operated in reverse until the driver has verified that there are no people or obstructions in their path and be alert of vehicular traffic. Check all mirrors before and during backing, and when a rear window is available and unobstructed the driver must look in the direction of travel. Sound horn while operating in reverse.

2. If another employee is available, they must direct the driver of the backing vehicle from the driver's side, while maintaining a reasonable safe distance between them and the vehicle. Driver shall immediately stop if they lose sight of the employee.

3. When vehicle is equipped with backing lights and/or alarms they must be operable and used at all times while backing.

4. Extenuating circumstances exist in cases of backing for snow and ice control operations. Drivers are to comply with this policy with the following exceptions:

    - When visibility is reduced because of severe weather conditions or darkness
    - During actual snow and ice control operations on the highway.

    In these cases where backing is unavoidable the passenger typically used for backing directions or a driver operating alone will be required to exit the truck or applicable vehicle. The driver will then proceed slowly and with extreme caution. This case does not apply in the yard or in parking areas.

G-1.8 - Safety Devices

1. Safety devices will not be removed from equipment or vehicles for any reason other than maintenance and shall not be operated with such devices inoperable or defective.

2. Emergency extenuating circumstances can occur where the non-operation of equipment can create an immediate danger to life and limb. Under these situations using good judgment and common sense temporary use can be allowed.

G-1.9 - Tires

G-1.11A - MAINTENANCE

1. Check air pressure in every tire regularly. Stand behind the tread and use a safety in-line gauge when adding air to a tire.

2. When checking air pressure, check for objects wedged between duals, mismatched duals, missing valve wheel lugs, tire cuts or abnormal wear, damaged or poor fitting rim etc.

3. Deflate damaged tires immediately.

G-1.10 - Cars and Trucks

1. Vehicles must be inspected by the driver daily for:

    * Condition of tires and lug nuts.
    * Tire Pressure
    * Proper operation of brakes.
    * Overall general condition.
    * Proper operation of horn.
    * Proper operation of lights.
    * Proper operation of windshield wipers and washers.
    * Emergency equipment, first aid kit, warning reflectors, fire extinguisher, etc.

2. When a safety hazard is detected, the operator must report it to the supervisor.

3. Seat belts, where provided, must be worn at all times while traveling in a Company vehicle, including those of passengers.

4. Drivers shall maintain a proper distance between vehicles, which is typically two (2) seconds between vehicles. Good judgment must be used to re-evaluate distance based upon road conditions, weather, vehicle load, traffic volume, etc.

5. When parking on a grade using a vehicle with standard transmission leave the transmission in reverse gear or lowest forward gear and set the emergency brake. When parked next to a curb turn the front wheels toward it.

6. Shut off vehicle while fueling.

7. Smoking is not allowed in Company vehicles.

G-1.11 - Disabled Vehicles and Emergency Repairs

1. If a vehicle becomes disabled the driver must park it as far off the pavement as possible and turn on flashers.

2. The driver of the disabled vehicle shall avoid getting out on the driver's side. When this is not possible check for traffic and exit quickly, closing door behind you.

3. Place flares or other emergency reflective warning devices at least 200' to the rear of the vehicle to warn oncoming traffic and 300' where sight distance is limited.

4. Unless qualified, do not make repairs (including changing a tire) to the disabled vehicle. If repairs are made set emergency brake and if another employee is available, they should spot and/or flag to caution traffic.

5. If the vehicle running lights are inoperable the vehicle will not be operated on the highway under its own power unless it will be followed by another vehicle displaying flashers and warning lights.

G-1.12 - Accident Procedures

1. In case of an accident stop immediately in a safe place and notify police and main office immediately. If someone is injured assist him or her as necessary. **Do not move the injured unless absolutely necessary.** Call 911 for an ambulance.

2. Protect the accident scene to prevent further damage or accidents. Flares or other emergency reflective warning devices must be placed at least 200' to the rear of the vehicle to warn oncoming traffic and 300' where sight distance is limited.

3. Obtain all pertinent details so that an accurate accident report can be written.

G-1.13 - Winter Driving

Common sense and a basic knowledge of safe winter driving must be utilized when operating a vehicle during snow and icy road conditions. Even with the lights working always assume the other driver cannot see you in bad weather and drive accordingly.

Winter Driving Checklist

* Antifreeze level and condition
* Tire condition and inflation
* Heater and Defroster operation
* Chain conditions
* Wipers and Washers
* Vehicle light conditions
* Exhaust system conditions
* Personal emergency equipment
* Brake adjustment
* Fuel level

1. Before driving get ice off the windows, mirrors and lights. Verify usage of winter snow wiper blades. Verify tread on tires and tire inflation. Tires should replaced at the beginning of the season if tire tread is unacceptable.

2. When proceeding on an ice or snow covered road ease into the throttle and verify the amount of traction. Never accelerate or decelerate suddenly when coming to a stretch of ice on the road.

3. As a temperature rises, ice will become more slippery. Depending on temperature, braking distance on ice could be extended five to ten times. Compensate by reducing speed by one-third. Gear down on long grades or use engine break if where applicable. Slow down when driving a truck through a curve on ice.

4. When breaking on ice rapid pumping of the breaks is the safest way to stop and preserve steering control. Remember that steering is more important than braking when trying to recover vehicle control in slippery conditions.

H-1

INSPECTIONS

H-1.1 - Expectations
To serve as the NFADA STF Member Dealership requirements and methods for self-inspections.

H-1.2 - Duties
The Safety Coordinator is responsible for insuring employee safety inspections are periodically completed and to complete safety inspections of areas not accounted for.

In cases where work has been contracted, a compliance inspection will be appropriate to determine if the contractor is providing a safe working environment and controls for their employees and the employees within the proximity of their work, including those of NFADA STF Member Dealership Portions of the inspection checklist, which may include work of the contractor, shall be completed through visual and communication means as needed.

H-1.3 - Operations

A. Occurrence

The facilities and work areas must be inspected a minimum of once a month. The inspections will increase depending upon the increase in job progress, specific critical work requirements, or at the Safety Coordinator's request.

B. Inspector or Delegated Inspector

It is the responsibility of the Safety Coordinator delegate responsible competent employees to complete the inspections.

C. Documentation

A checklist will be used to complete the inspection. A Corrective Action List will also be included. These documents must be filled out by the designated inspector and a copy sent to the Safety Coordinator for record.

D. Corrective Action

The corrective actions determined to be resolved at the inspection will be listed on The NFADA STF Member Dealership Corrective Action List available from the Safety Coordinator. The date that the action will be implemented and the person responsible for its implementation will be determined and listed before completion of the inspection.

H-1.4 – Inspections

The monthly NFADA STF Member Dealership Safety Coordinator inspections shall be completed using the ***Safe T First Dealership Monthly Safety Audit Checklist.***

The NFADA Safety Director inspections shall be completed using the ***Safe T First Safety Audit Checklist.***

H-2
INCIDENT INVESTIGATION

H-2.1 - Expectation
To serve as the NFADA STF Member Dealership policy for incident investigation and reporting. This policy leads to the proper action and prevention of incident reoccurrence. This investigation program is designed to assist in determining the cause of the incident, initiating corrective action and furnishes the essential data for proper record keeping.

H-2.2 - Duty
The supervisor along with the NFADA Safety Director and NFADA STF Member Dealership Safety Coordinator shall execute complete incident investigations and reparations. This investigation will take place as soon as the mishap has occurred and a written report shall be completed as soon as the corrective actions are initiated. The NFADA Safety Director along with the Safety Coordinator shall review every incident report and evaluate it with supervision and employees.

Employees have a duty to report incidents, injuries, and illnesses to their direct supervisor and/or to the NFADA STF Member Dealership management as soon as possible, but no later than 24 hours after the employee becomes aware of the incident, injury or illness. The failure to report an incident, injury or illness may subject the employee to discipline, up to and including discharge and could affect the employee's eligibility for workers' compensation or disability benefits.

All incidents involving worker injury shall be submitted to the Workers Compensation Administrator. For all offsite incidents and body shops, work related recordable incidents shall be recorded on the OSHA 300 forms including any related lost work days.

H-2.3 - Operation
Each incident regardless of whether it results in a personal injury, property damage or a near miss should be investigated to determine the actual cause and to take proper action to prevent recurrence.

For employee incidents the supervisor shall contact the Safety Coordinator and NFADA Safety Director and initiate the incident investigation. The NFADA STF Member Dealership *Incident Investigation Report Form* (*found on the Safe T First safety Manual CD-Rom*) shall be used to conduct the employee investigation.

The investigation should be conducted as soon as possible to get the most accurate information.

Steps to be taken after an incident include:

1. After an incident occurs, immediately take all emergency steps to prevent further injury or damage. Call the NFADA STF Member Dealership Safety Coordinator, which in turn will call the NFADA Safety Director.

2. The supervisor shall immediately interview all those involved and all those who witnessed the incident. Maintain a fact-finding approach. Do not attempt to place blame.

3. In coordination with the Safety Coordinator, supervisor and the NFADA Safety Director will attempt to determine the cause or causes of the incident resulting in injury, illness or property damage. They shall conduct as in depth a probe as possible. If physical evidence is available it must be recorded.

4. Assign and take corrective actions to rectify the cause of the incident, if possible. Prioritize the corrective actions to be taken due to the severity and possible frequency of the incident. However all aspects must be rectified as soon as possible.

5. Keep accurate records. The report should include information on the incident, the injury or damage, the corrective action taken and the time the corrective measures where implemented.

6. Review of a significant number of incidents will be done periodically. This review will aid in the discovery of possible repeat contributors who may need retraining in these areas, problem areas that need special attention, or trends that indicate the requirement of additional safety methods.

H-2.4 - Using the NFADA STF Member Dealership Incident / Injury Investigation Reports.

A. Analyze and attempt to determine causes.
B. Inspect the location, tools, equipment, materials and current safety implementations involved.
C. Check into possible similar incidents elsewhere.
D. Interview those involved and witnesses present. Interview every person separately and get the facts first. Double-check your notes with the person after interview to verify information. Make sure all pertinent information is obtained even if some information is opinions only.
E. Discuss how to prevent a reoccurrence with all employees.
F. Review records.
G. Formulate corrective actions to eliminate the causes, if possible.
H. Assign responsibility in implementing the corrective actions.
I. See that the actions have been carried out.

H-3

JOB SAFETY ANALYSIS

H-3.1 - Purpose

Safe T First has developed this Job Safety Analysis Program (J.S.A.) as a procedure to use for reviewing job methods as they relate to safety and to reveal unsafe practices or conditions that may have developed.

H-3.2 - Objectives

Safe T First has determined that analyzing certain jobs, procedures and techniques that safer methods can be developed to complete the task. Once the hazards are known, the proper solutions can be developed. These solutions may require physical changes in order to control the hazard. Other solutions may be new procedures that will eliminate or minimize hazard. All of these changes will require employee input, new training and close supervision.

H-3.3 - Determination of Jobs to Analyze

The Safety Coordinator, at the direction of the NFADA Safety Director and the NFADA STF Member Dealership safety committee, will select jobs for safety analysis based on the following:

1. Frequency of Accidents. - The greater the number of accidents associated with a job, the greater its priority claim for a J.S.A.

2. Frequency of Lost Workday Cases - When there is past history and knowledge of the lost workday cases, priority should be established that J.S.A.'s will be developed in this area first.

3. Nonfatal Cases Without Lost Workdays - As with lost workday cases, the injuries themselves prove that past recommendations to prevent recurrence have not been successful.

4. Newly Established Jobs - A J.S.A. of any new job shall be made at once. The job safety analysis will show the hazards and accident potential of the job.

5. Recognition of Accident Potential - Supervision must recognize that a job has the severe potential for producing an injury. The job may have no history of accidents and injuries but where in the opinion of management or supervision the potential exists.

H-3.4 - Program Procedure

1. Each assignment shall be scheduled and controlled by the Safety Coordinator for implementation and completion.

2. The Safety Coordinator shall check on the progress of supervision or designee on the assigned J.S.A.'s based on the quantity and involvement of the J.S.A.'s.

3. The Safety Coordinator will review, edit and integrate all first drafts of J.S.A's for their content and completeness. J.S.A.'s will be reviewed with supervision or designated employee completing the form as needed. Poor quality J.S.A.'s may be required to be resubmitted as necessary.

Breaking down the job into steps
Once a job is selected for a job safety analysis the job shall be broken down into the basic steps and listed in the left column of the J.S.A. under "Steps". The job steps shall describe what is done and in what order without going into details of how each step is done.

Identification of potential hazards with each step
Once the job has been broken down into the basic steps, each step shall be reviewed for hazards and accident potential. While observing the employee performing the basic steps of the job the department head should be able to identify and list all hazards.

Developing solutions to eliminate or minimize accidents
Once the aforementioned processes have been completed the job must be analyzed and solutions developed using the "Safe Job Procedures" as shown on the J.S.A. form.

H-3.5 - Scheduling
Job Safety Analysis's will be scheduled one (1) month in advance. All supervision and affected employees will be notified at that time. Supervision or the designated employee will be assigned J.S.A's in which they have the greatest job experience. The safety meetings shall be used to control assignments and for discussion.

H-3.6

NFADA STF Member Dealership

Job Hazard Analysis Form

JOB TITLE: _____

JOB LOCATION: _____

DATE OF ANALYSIS: _____

STEPS	HAZARD	NEW PROCEDURE OR PROTECTION

I-1.
CONTRACTORS

I-1.1 - Expectation
NFADA STF Member Dealership safety policy to serve as minimum requirements for all contractors.

I-1.2 - Duty
The applicable NFADA STF Member Dealership lead person is responsible that all pertinent safety and health information and material is supplied to and gathered from the outside contractors.

The NFADA STF Member Dealership *Contractor Safety and Health Responsibilities* form shall be attached to applicable purchase requests and contracts and signed by the contractor as their declaration to the safety and health responsibilities while working at NFADA STF Member Dealership and to the personnel working within that work area. The contractor must comply with these safety and health responsibilities at a minimum and enforcement of these requirements by the contractor is mandatory.

I-1.3 - Operation
1. At the onset of a contracted project and before any work can begin, an insurance certificate and other related permits must be obtained from each contractor. Permits include any required by local, state or federal jurisdiction for which the work is being completed. All information shall be kept on file.

2. NFADA STF Member Dealership will make all material safety data sheets (MSDS's) accessible for any hazardous material that the contractor may be working with or near which is under the control of NFADA STF Member Dealership NFADA STF Member Dealership will also provide all other safety and health information pertinent to and related to the work to be performed by the contractor.

3. Every contractor must maintain a safety program consistent with or exceeding NFADA STF Member Dealership safety requirements. These requirements include all rules and regulations as adopted by Local, State, and Federal agencies. Compliance to these rules is required.

4. The *Contractor Safety and Health Responsibilities* should be used as an attachment to any contractor agreement. Contact the Safety Coordinator to obtain agreement and to discuss its use. *Form can be found on the **Safe T First** Safety Manual CD-ROM*

I-2
WORKERS' COMPENSATION & REPORTING

I-2.1 - Expectation
NFADA STF Member Dealership strives to maintain a safe and healthy work environment, free from hazards. In the event that an employee is injured or suffers an illness as a result of work on the job, NFADA STF Member Dealership will arrange for prompt first aid and medical service, will process the necessary claim forms, and ensure that reasonable expenses are reimbursed for genuine injuries or illnesses.

I-2.2 - Reporting Injuries
Any employee who incurs a job-related illness or injury is required to report immediately to his/her direct supervisor.

I-2.3 - Safety Coordinator / Supervision Responsibilities
1. On notification of a job related injury and depending upon the extent of injury, the Safety Coordinator or supervision will immediately arrange for the injured employee to be treated by first aid or be taken to the hospital if necessary.

2. After the employee receives treatment, supervision will arrange to question the employee and witnesses regarding cause and circumstances of the injury as per the procedures found in *Section H-2 – Incident Investigations.*

3. The NFADA Safety Director, NFADA STF Member Dealership Safety Coordinator and applicable supervision will investigate the cause of the incident to determine corrective action to be taken. In coordination with the NFADA Safety Director, the NFADA STF Member Dealership Safety Coordinator will prepare a written report giving details and circumstances surrounding the injury or illness. The completed report must be submitted to the personnel office within 48 hours after the injury took place.

I-2.4 – NFADA STF Member Dealership Responsibilities
Upon notice of a work-related injury or illness, Management will:

1. Review the *Incident Investigation* report and discuss the case with the physician or person providing first aid or medical care to the employee. This review will also determine the liability of NFADA STF Member Dealership, if any.

2. Upon determination that the injury or illness is work-related, Management will complete and process all necessary documents as required by New York State and the workers' compensation insurance carrier; ensure that the employee receives the necessary medical treatment, and that all claims and payments are handled efficiently.

I-2.5 - Questionable Liability Cases
Administration and employees shall never make any commitments or statements pertaining to NFADA STF Member Dealership liability regarding an employee's injury or illness.

I-2.6 - Pay For Job-Related Injuries or Illnesses

Employees who suffer a job-related injury or illness, and must report for medical treatment during working hours on the day of the injury, will be compensated, at their prior week's average hourly rate, for the time lost while receiving treatment up to a maximum of eight (8) hours, providing that the total hours paid on the day of the injury do not exceed the number of hours that the employee would normally work.

Immediate supervision is to note and approve on the employee's time card the time lost due to treatment of a work-related injury or illness.

I-2.7 - Follow-up Responsibilities

During an employee's absence due to a work-related injury or illness, the Office Manager shall remain in communication with the employee, the attending physician, and the insurance carrier.

Depending upon the extent of the injury or illness and anticipated duration of the absence the communication should include:

MANAGEMENT / EMPLOYEE RELATIONS MANAGER

Regular telephone communication is to be maintained with the employee between visits. The purpose of the visits and telephone contact throughout this policy is to demonstrate concern regarding safety and the employee's protection and welfare, encourage the employee to return to work as soon as he or she is physically capable of performing the work available, and to ensure that the employee is receiving necessary medical attention and timely compensation payments.

PHYSICIAN

A discussion will be held with the physician in order to establish the nature and extent of the employee's injury or illness and the estimated return to work date.

When an absence is likely to extend beyond one (1) week, follow-up with the physician should take place in order to obtain information relating to the injured employee's progress, and periodically to request a written statement of the employee's condition and the expected date of return to work.

The frequency of the physician's statements will depend on the nature and extent of the injury or illness. As a general guide these statements should be requested, either on the date on which the physician had stated a probable return to work, or monthly, whichever occurs earlier.

A second opinion should be obtained from another physician, selected by the NFADA STF Member Dealership, in cases where:

1.) An absence extends beyond the initial " probable return to work date",
2.) An absence extends beyond one (1) month,
3.) The case is of doubtful liability.

INSURANCE CARRIERS

In addition to completing and processing all necessary documents immediately following a work-related injury or illness, the insurance carrier should be kept informed of the condition and expected return to work date of the employee, with copies of the physician(s)' statements sent to the carrier without delay. Cases of doubtful liability must be carefully investigated with information documented and promptly forwarded to the insurance carrier.

Telephone contact with the carrier is recommended. Private investigator follow-up may be recommended to the carrier if there are indications of fraud.

An absence that is of an unusually long duration for the type of injury or illness involved requires investigation and continued follow-up with the insurance carrier.

Should a hearing be necessary in order to determine the dealership's liability, it is the insurance carrier's responsibility to ensure that Management or a designated staff member is notified of the date, time, and place of the hearing and all pertinent facts related to the case.

I-2.8 - Return to Work of Employee Following Work-Related Injury or Illness

An employee may not return to work following a work-related injury or illness until his or her return is approved by a acceptable physician and with a report acceptable NFADA STF Member Dealership If the employee's report is questionable, a second medical opinion may be required.

Providing the employee is released unconditionally, if possible, the worker will be reassigned to the job he or she had prior to his or her injury or illness. However, if the job is not available, the employee will be assigned to work that is closely related as possible to his or her previous job.

If the employee is released, but is restricted in the duties he or she can perform, he or she will be assigned to work that corresponds to his or her restriction(s) if work is available.

I-2.9 - Multiple Injury or Work Related Death of an Employee

In the event that an employee dies while working for NFADA STF Member Dealership, or dies while away from work because of a work-related injury, Management, workers' compensation insurance carrier and legal counsel are to be notified immediately.

Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, NFADA STF Member Dealership orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident. You may also use the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742).

No statements of the cause, probable cause, or suspected cause of death, are to be made to any employee, relative or representative of the deceased, to news media, or to any other person or agency until the cause of death has been determined by a legally qualified person or official body empowered to make such determinations.

If inquiries are received, they are to be referred to the NFADA STF Member Dealership Safety Coordinator, for handling.

I-2.10 - Reports, Letters, Summonses, Etc.

A. REPORTS TO NEW YORK STATE INDUSTRIAL COMMISSION AND INSURANCE CARRIER.

All reports to this organization are to be made promptly by Management.

B. TELEPHONE CALLS, LETTERS, AND/OR NOTICES FROM ATTORNEYS, LAWYERS, INSURANCE CARRIER, OR INDUSTRIAL COMMISSION

All calls and all correspondence concerning work-related injuries, illnesses, or deaths are to be referred to the Department Relations Manager,

C. SUMMONS

Any court summons received is to be delivered to the NFADA STF Member Dealership Safety Coordinator immediately. The person who is served with the summons should note the date and time it was served.

D. ALL OTHER INQUIRIES

All other related inquiries are to be referred to the NFADA STF Member Dealership Safety Coordinator for handling.

Appendices

A. Titles and Phone Numbers

B. Safety and Health Phone Numbers and Addresses

C. Abbreviations, Acronyms and Terms

D. Acknowledgment of Niagara Frontier Automobile Dealers' Association, Inc. Safety and Health Manual

Appendix A

NFADA STF Member Dealership
Titles and Phone Numbers

The following individuals have been designated responsibilities towards NFADA STF Member Dealership and the Niagara Frontier Automobile Dealers Association (NFADA) *Safe T First* program and it's implementation.

NFADA STF Member Dealership

Telephone: **(_____) _____-_____**
Fax: **(_____) _____***-_____**

NFADA Safety Director

Tom Herrmann

Phone 1-(716)-631-8510
Cell Phone 1-(716)-481-8925
E-mail tom@nfada.com

Dealer President

Phone **(_____) _____-_____**

Dealer Safety Coordinator

Phone **(_____) _____-_____**

Safety Records Administrator

Phone **(_____) _____-_____**

Workers Compensation Administrator

Phone *(_____) _____-_____*

Safety Committee ***Safety Coordinator***
Recordkeeper
Management Representative
Human Resources
Supervision Representative
Employee Representative

Appendix B
Safety and Health

Phone Numbers and Addresses

Occupational Safety and Health Administration Region II **(716) 684-3891**
Buffalo Area Office
5360 Genesee Street
Bowmansville, New York

NYSDOSH **(716) 847-7601**
New York State Department of Labor
Room 405
65 Court Street
Buffalo, NY 14202

Chemical Referral Center **1-800-CMA-8200**

EPA Small Business Hotline **1-800-368-5888**

NIOSH **1-800-356-4674**
National Institute of Occupational Safety and Health

US DOT HOTLINE **1-202-366-4488**

NYS Department of Environmental Conservation (NYSDEC)

Storage Tanks	**1-716-851-7170**
Pollution Prevention	**1-716-851-7255**
Enforcement	**1-716-851-7190**
Spill Hotline	**1-800-457-7362**

NYS-Department of Motor Vehicles – Erie County **1-716-858-7450**

Appendix C
Abbreviations, Acronyms and Terms

Abbreviations

cm3	cubic centimeter
CO2	carbon dioxide
dBA	decibels on A-weighted scale
ft.	foot
g	gram
g-mole	gram-mole
hr	hour
l	liter
lb.	pound
mg	milligram
ml	milliliter
mrem	milliroentgen equivalent in man
O2	oxygen
psi	pounds per square inch
ppb	parts per billion
ppm	parts per million
ta	ambient air temperature
ta adj	adjusted ambient air temperature

Acronyms

ACGIH - American Conference of Governmental Industrial Hygienists
AIHA - American Industrial Hygiene Association
ANSI - American National Standards Institute
APR - Air Purifying Respirator
ASTM - American Society for Testing and Materials
BLEVE - Boiling Liquid Expanding Vapor Explosion
CAA - Clean Air Act
CAS Number - Chemical Abstract Service- An assigned number used to identify a material.
CBC - Complete Blood Count
CERCLA - Comprehensive Environmental Response Compensation and Liability Act
CFR - Code of Federal Regulations
CGI - Combustible Gas Indicator
CHEMTREC - Chemical Transport Emergency Center
CIH - Certified Industrial Hygienist
CNS - Central Nervous System
CPC - Chemical Protective Clothing

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CRC - Contamination Reduction Corridor
CRZ - Contamination Reduction Zone
DOT - Department of Transportation
DRI - Direct Reading Instrument
EPA - U. S. Environmental Protection Agency
ESLI - End of Service Life Indicator
FDA - US Food & Drug Administration
FEF - Forced Expiatory Flow
FES - Fully Encapsulated Suit (See TECP)
FID - Flame Ionization Detector
FRC - Functional Residual Capacity
GC - Gas Chromatography
GFI - Ground Fault Interrupter
HASP - Health and Safety Plan
HEPA - High Efficiency Particulate Air
HMIG - Hazardous Materials Identification Guide
HMIS - Hazardous Materials Identification System
IDLH - Immediately Dangerous to Life and Health
IR - Infrared
LC50 - Lethal Concentration 50
LD50 - Lethal Dose 50
LEL - Lower Explosion Limit
LFL - Lower Flammable Limit
MEFR - Maximal Expiatory Flow Rate
MSDS - Material Safety Data Sheets
MSHA - Mine Safety and Health Administration
MSST - Maximal Safe Storage Temperature
MUC - Maximum Use Concentration
MUL - Maximum Use Limit
MVV - Maximal Voluntary Ventilation
NCI - National Cancer Institute
NFPA - National Fire Protection Association
NIOSH - National Institute of Occupational Safety and Health
NPCA - National Paint and Coating Association
NPL - National Priorities List
NTP - National Toxicology Program
ORM - Other Regulated Material
OSHA - Occupational Safety & Health Administration
OVA - Organic Vapor Analyzer
PAPR - Powdered Air Purifying Respirator
PCB - Polychlorinated Biphenyl
PDS - Personnel Decontamination Station
PEL - Permissible Exposure Limit

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PF - Protection Factor
PID - Photo-Ionization Detector
PPE - Personal Protective Equipment
RCRA - Resource Conservation and Recovery Act
REL - Recommended Exposure Limit
RV - Residual Volume
SAR - Supplied Air Respirator
SARA - Superfund Amendment and Reauthorization Act
SCBA - Self Contained Breathing Apparatus
SOP - Standard Operating Procedure
STEL - Short Term Exposure Limit
TECP - Totally Encapsulating Suit
TLC - Total Lung Capacity
TLV-C - Threshold Limit Value - Ceiling
TWA - Time Weighted Average
UEL - Upper Explosive Limit
UFL - Upper Flammable Limit
UV - Ultraviolet

Definition of Terms

APPROVED - The term APPROVED is used to indicate all tools, equipment and standards as accepted for The Niagara Frontier Automobile Dealers Association, Inc. and associated Dealers use.

EMPLOYEE - The term EMPLOYEE is used to indicate any person who is on the NFADA STF Member Dealership payroll**.**

SHALL or SHALL NOT - When the terms SHALL or SHALL NOT appear in the definition of a regulation, the regulation is to be obeyed as written and without exception.

SHOULD - When the term SHOULD appears in the definition of a regulation, the regulation is to be followed as closely as possible.

Appendix D

NFADA STF Member Dealership

Dealer Acknowledgment of Purpose and Content of the Safety and Health Manual

I, _____, was provided with and have reviewed the ***Safe T First*** Safety and Health Manual and practically comprehend the safety and health information, requirements and procedures presented.

In signing this certificate I am confident in the use and understanding of the manual and I have appropriate practical knowledge regarding my personal safety and health and the safety and health of my coworkers while working on tasks I am assigned. I also understand that I have the right to review the policies and programs within this manual as well as the OSHA standards and regulations at any and all times.

I will contact the NFADA Safety Director at any time for:

- More information
- If a representative from any regulatory agency presents themselves.
- If any recordable accident of incident should occur, including medical, fire, discharge of a fire extinguisher

To the best of your knowledge, the dealership and manager fully support the ***Safe T First*** *program and this manual and will assist and enforce any and all activities regarding safety and health initiatives and compliance in the workplace.*

Dealership Name: _____
Dealer Representative Signature: _____

Printed Name of Dealer Representative: _____
Date: _____