

## TRADE AREA: AUTOMOTIVE INDUSTRY

Some possible workplace hazards and possible ways for Host employers and Apprentices/Trainees in controlling these hazards.

What are possible hazards?	What could be possible control measures?
<p><b>Manual handling (bending, reaching, stretching, pulling, lifting, repetitive motions, awkward postures)</b></p> <ul style="list-style-type: none"> <li>• Bending, kneeling or twisting while fitting, removing heavy parts</li> <li>• Holding fixed postures for long periods of time e.g. bending over engine bay</li> <li>• Working in cramped positions</li> <li>• Using excessive force with hand tools</li> </ul>	<ul style="list-style-type: none"> <li>• All employees/staff trained how to lift properly and perform their particular task safely</li> <li>• All employees undertake training in safe manual handling techniques.</li> <li>• High shelves are for light goods only</li> <li>• Walkways are kept clear</li> <li>• Use mechanical load shifting devices ( cranes, material hoists, forklifts, hand trucks) to move materials around the site</li> <li>• Use mechanical aids and/or team lifts</li> <li>• Use hoists, jacks to adjust vehicle to comfortable height e.g. raise or lower vehicle so you can rest on stomach while bending over the engine</li> <li>• Heavy or awkward loads to have lifting points or handles fitted.</li> <li>• Reduce work reaching above shoulders for long periods</li> <li>• Rotate workers through a variety of tasks</li> <li>• Take breaks to vary postures</li> <li>• Use extension handles or drives to minimize upper limb forces</li> <li>• Use appropriate PPE ( e.g. gloves, long trousers, boots, glasses, protection pads)</li> <li>• Exercise: warm up/stretch before starting work, and cool down/stretch at end of the shift or working day</li> <li>• First aid kits available and fully stocked</li> <li>• First aid kit regularly checked.</li> <li>• Workers have access to people trained in first aid</li> </ul>
<p><b>Hitting or being hit by objects</b></p> <ul style="list-style-type: none"> <li>• Particles in eyes from grinding, working under vehicles, cleaning parts</li> <li>• Parts &amp; equipment falling during fit/removal</li> </ul>	<ul style="list-style-type: none"> <li>• Put guards on grinders &amp; similar machinery</li> <li>• Always use eye protection in workshop</li> <li>• Make the shop an “<b>Eye protection MUST be worn</b>” shop</li> <li>• Use stands, jacks, chain blocks etc. to hold heavy items</li> <li>• Store heavy items between knee &amp; shoulder height’</li> </ul>
<p><b>Being trapped between objects</b></p> <ul style="list-style-type: none"> <li>• Parts, tools &amp; equipment slip or move during the job</li> <li>• Doors, bonnets, boot lids closing on workers</li> <li>• Working on vehicles with engine running</li> </ul>	<ul style="list-style-type: none"> <li>• Use mechanical aids to hold &amp; support parts during fit/removal</li> <li>• Check jacks, axle-stands, hoists are secure before elevating vehicle</li> <li>• Keep feet clear of descending hoists, jacks</li> <li>• Switch engine off if not required while working in engine bay</li> <li>• Do not wear loose fitting sleeves etc.</li> <li>• Check for ‘trap’ points when working on engine or using powered &amp; hand held tools</li> </ul>
<p><b>Cuts, wounds &amp; lacerations</b></p>	<ul style="list-style-type: none"> <li>• Guards on powered equipment in place</li> <li>• Guards on powered equipment function properly</li> <li>• Sharp edges are covered</li> <li>• Personal protective equipment is suited to the task (e.g. long trousers, safety boots, knee pad protection pads etc.)</li> <li>• Work gloves are appropriate for the task (e.g. impact absorbing, chemical resistant, puncture resistant etc.)</li> <li>• A/T provided with instruction in safe use of hand tools/equipment</li> </ul>
<p><b>Using hand tools</b></p>	<ul style="list-style-type: none"> <li>• Use power tools which are lightweight, low vibration, noise restricted and fitted with clutches and safety guards</li> <li>• Work gloves should absorb impact energy, provide protection from sharp edges and be</li> </ul>

	<ul style="list-style-type: none"> <li>puncture resistant</li> <li>Avoid working in front of face</li> <li>Always work away from the body</li> <li>Rotate workers through a variety of tasks so workers are not undertaking the same task or holding the same postures for extended periods</li> <li>A/T provided with instruction in safe use of hand tools</li> </ul>
<b>Slips, trips and falls</b> <ul style="list-style-type: none"> <li>Slipping off slippery parts of high vehicle while working on it</li> <li>Slipping on oily floor &amp; steps</li> <li>Tripping over tools, equipment, parts lying on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Floor surfaces are slip resistant</li> <li>Use steps to access high vehicles</li> <li>Ensure all working areas and access ways are clean, level, well-lit, in good repair and clear of potential/actual tripping hazards</li> <li>Wear sensible non-slip footwear</li> <li>Ensure tools, equipment &amp; parts are positioned to avoid creating tripping hazards</li> <li>Wet floor warning signs always used</li> <li>Fit non-slip bars to stairs</li> <li>Doormats at entrance in wet weather</li> <li>Good lighting in all areas</li> <li>Floors in all areas cleaned thoroughly for oil, grease, , spills, parts &amp; equipment according to a daily schedule and immediately noticed</li> <li>Replace steps with ramps where practical</li> <li>First aid kits available and fully stocked</li> <li>First aid kit regularly checked.</li> <li>Workers have access to people trained in first aid</li> </ul>
<b>Fixed plant including automotive hoist</b>	<ul style="list-style-type: none"> <li>Undertake risk assessments and pre-operational inspections of all plant, equipment &amp; tools</li> <li>Put in place appropriate controls e.g. machine guarding</li> <li>Provide training in safe use</li> <li>Develop, implement &amp; maintain a maintenance/service regime</li> <li>Annual inspections carried out</li> <li>Workers required to use vehicle hoists are trained in the operating &amp; safety procedures</li> <li>Provide appropriate PPE</li> </ul>
<b>Noise&amp; vibration</b>	<ul style="list-style-type: none"> <li>Employees are not exposed to noise that exceeds the national exposure standard (more than 85 dB)</li> <li>Source of the excessive noise is eliminated</li> <li>Noisy equipment positioned away from other work areas</li> <li>Hearing protection provided and worn</li> <li>Hearing protection supplied and used when working with or near power tools or powered mobile equipment</li> <li>Powered tools are maintained to reduce noise &amp; vibration</li> <li>A/T 's exposure to excessive noise is limited</li> <li>Noise- suppressed equipment used ( e.g. silenced vibrators)</li> <li>A/T trained in how to use protection correctly</li> <li>Audiometric tests undertaken as required</li> <li>Signs indicating any noisy areas and that hearing protection is required</li> </ul>
<b>Hot weather conditions</b>	<ul style="list-style-type: none"> <li>Work re-scheduled when extreme weather conditions present risk</li> <li>Regular rest breaks provided</li> <li>Water facilities available</li> <li>A/T dressed appropriately for the conditions</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>Fire warden in place</li> <li>Fire extinguisher regularly checked</li> <li>Fire evacuation drills conducted annually/six monthly</li> <li>Evacuation map and procedures displayed &amp; staff instructed in correct evacuation procedure</li> <li>Surveillance system in place to spot intruders</li> </ul>
<b>Electricity</b>	<ul style="list-style-type: none"> <li>Licensed electricians used for any electrical work</li> </ul>

	<ul style="list-style-type: none"> <li>• Socket outlets are protected by a safety switch</li> <li>• Machinery isolated and locked out when maintenance activities are being performed</li> <li>• Emergency stop buttons on equipment that needs to be stopped quickly in an emergency installed</li> <li>• Double adaptors or piggyback plugs are not used</li> <li>• Electrical equipment kept away from water and other liquids</li> <li>• Testing &amp; tagging is current</li> <li>• Extension leads are secure and protected from damage</li> <li>• System for reporting and tagging out faulty electrical equipment in place</li> <li>• All electrical equipment is in good condition and free from damage</li> <li>• Leads kept away from sources of damage such as water, heat, vehicles, trolleys etc.</li> </ul>
<b>Hazardous substances/chemicals- petrol, solvents, degreasers, paints, cleaning products</b>	<ul style="list-style-type: none"> <li>• Adequate ventilation provided</li> <li>• Use least hazardous product for the task</li> <li>• Splash guards in place</li> <li>• Written risk assessments conducted to identify hazardous substances and control the risks</li> <li>• MSDS sheets available for substances classified as hazardous</li> <li>• Substances are stored safely and securely when not in use</li> <li>• Appropriate PPE provided</li> <li>• A/T trained in the safe use of hazardous substances and the required PPE</li> <li>• All hazardous substances are clearly labeled</li> <li>• Hazardous substances not stored in food and/or drink containers</li> <li>• Flammable and combustible liquids are stored away from ignition sources</li> <li>• Eye washes are located in immediate vicinity of chemical storage area</li> <li>• Training provided in safe storage &amp; handling practices</li> <li>• Training provided in use of fire protection equipment</li> <li>• A 'hazardous substances register in place</li> </ul>
<b>Workplace bullying and harassment</b>	<ul style="list-style-type: none"> <li>• Bullying &amp; harassment policy displayed in the workplace</li> <li>• Bullying &amp; harassment policy &amp; procedures explained to all employees</li> <li>• Procedures for reporting &amp; resolving incidents in place and explained to all employees</li> <li>• Workers have received information, instruction and training in relation to dealing with bullying and harassment</li> <li>• Workers are trained in recognition of, communication for &amp; management of bullying &amp; harassment</li> <li>• Procedures in place to ensure timely and appropriate counseling is provided to workers following a workplace bullying/harassment/aggressive/violent incident</li> </ul>
<b>Working alone</b>	<ul style="list-style-type: none"> <li>• There is a system in place for communicating with workers working alone</li> <li>• The system ensures that workers have means of communicating in the event of emergency ( e.g. mobile phones, duress alarms)</li> <li>• The system requires regular contact to be maintained with workers to ensure safety &amp; supervision</li> <li>• The employer has knowledge of the location of all workers at all times during work shifts.</li> </ul>
<b>Working overhead or above shoulders</b>	<ul style="list-style-type: none"> <li>• Mechanical devices used</li> <li>• Workers positioned at a height which allows work to occur without reaching above the head</li> </ul>