Safety Rules

Auto Body, and Upholstery Repair And Paint Shop
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The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

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ALL EMPLOYEES

General
1. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
2. Straighten or remove rugs and mats that do not lie flat on the floor.
3. Use a ladder or step stool to retrieve or store items that are located above your head.
4. Use the handle when closing doors, drawers and files.
5. Obey all posted safety and danger signs.
6. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
7. Do not run on stairs or take more than one step at a time.
8. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
9. Do not jump from ramps, platforms, ladders or step stools.
10. Do not tilt the chair you are sitting in on its back two legs.
11. Use handrails when ascending or descending stairs or ramps.
12. Walk around wet, icy, slick or oily areas if possible.
13. If required to cross a slippery surface, walk slow and flat-footed. Hold onto a handrail or solid object, if present, to maintain balance.
14. Use provided aisles, walkways or sidewalks. Do not take shortcuts.
15. Clean shoes of ice, water, mud, grease or other substances that could cause a slip or fall.
16. Pull merchandise carts through areas of restricted visibility.
17. Use a flashlight, turn on lights or take time for eyes to adjust when entering a dark room or dim surroundings.
18. Do not move faster than conditions allow on slippery surfaces or in congested areas.
19. Open one file cabinet drawer at a time.
20. Clean up spills or leaks immediately by using oil dry materials, sand, paper towels, cloth materials or mop and bucket.

Lifting Procedures
1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
ALL EMPLOYEES

Lifting Procedures (Continued)
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.
18. When practical, push objects into position for lifting, do not pull.

Shop Safety
1. During sanding or disassembly of the automobile body, wear a dust or respirator mask.
2. Do not wear jewelry or loose clothing while working in the machine shop.
3. Return tools to their storage places after use.
4. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
5. Wear safety-toed, nonslip sole, leather shoes.
6. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eyewear, when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."
7. Do not use compressed gas to clean the work area, equipment or yourself.
8. Do not point a compressed air hose at bystanders or use it to clean your clothing.

Electrical Safety
1. Do not use appliances and extension or power cords that have the ground prong removed or broken off.
2. Do not connect multiple electrical devices into a single outlet.
3. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.
AUTO BODY AND PAINT TECHNICIAN

Welding/Cutting/Burning
1. Open doors, windows and turn on local exhaust fans to reduce air contaminants when welding indoors; or weld outdoors.
2. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
3. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants and an apron.
4. Do not stand in water or on wet surfaces when arc welding.
5. Secure all cylinders not in use with safety chains.
6. Place valve protection caps on gas cylinders that are in storage or not in use.
7. Do not hoist or transport cylinders by means of magnets or choker slings. Do not drop cylinders or use cylinders as rollers.
8. Use the red hose for gas fuel and the green hose for oxygen.
9. "Blow Out" hoses before attaching the torch.
10. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
11. Do not force connections which do not fit easily.
12. Do not use oil, grease and other lubricants on oxygen fittings, hoses, regulators, etc.
13. Prior to lighting the torch, test the fittings on the regulator for leaks by applying a liquid soap solution on them. If the soap solution bubbles, do not use the torch.
14. Stand to the side of the regulator when opening the valve.
15. Ignite torches with friction lighters only. Do not use a cigarette lighter.
16. Do not operate a torch directly over gas or oxygen hoses.
17. Do not use a torch as a hammer or pry bar.
18. Close the valve by turning the handle of the regulator clockwise when changing torches. Do not crimp the hose to shut off the torch.

Electrical Powered Tools
1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, vacuum cleaners, floor polishers and grinders.
3. Do not carry plugged in equipment or tools with your finger on the switch.
4. Do not carry equipment or tools by the cord.
5. Disconnect the tool from the outlet by pulling on the plug, not the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave tools that are "On" unattended.
8. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
9. Do not drive over, drag, step on or place objects on a cord.
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Vehicle Safety
1. Do not ride in the bed of pick-up trucks.
2. Turn headlights on when driving inside the shop area.
3. Do not drive over 5 miles per hour in the shop area.
4. Shut all doors and fasten your seat belt before moving the vehicle.
5. Obey all traffic patterns and signs at all times.
6. Maintain a 3-point contact using both hands and one foot or both feet and one hand when climbing into and out of the vehicle.
7. Drive up the slope or down the slope; not across the slope.
8. Before leaving the vehicle, engage the parking brakes and chock the wheels.
9. Do not approach any vehicle until the vehicle stops and the driver exits the vehicle.

Ladders and Step Ladders
1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down.
6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
7. Do not stand on the top two rungs of stepladders.
8. Do not stand on a ladder that wobbles, or that leans to the left or right.
9. Secure the ladder in place by having another employee hold it or lashing it into place against a solid surface using a chain or rope.
10. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
11. Use a rope or other device to hoist tool boxes or other materials to the work area.
12. Do not climb above the third rung from the top of an extension or straight ladder.
13. Do not use portable metal straight ladders without rubber anti-skid pads on the feet of the ladder.
14. Descend ladders one step at a time.
15. Do not place a ladder on top of plastic or anything used as a drop cloth.
Hand Tool Safety
1. Tag worn, damaged or defective tools "Out of Service" and do not use them.
2. Do not use a tool if its handle has splinters, burrs, cracks or splits, or if the head of the tool is loose.
3. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. Do not chop at heights above your head when working with a hand axe.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
7. Do not perform "make-shift” repairs to tools.
8. Transport hand tools only in tool boxes or tool belts.
9. Wear safety glasses, goggles or face shield when operating chippers, grinders, lathes or sanders.

Grinders
1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
3. Do not try to stop the wheel with your hand, even if you are wearing gloves.
4. Do not use a bench grinder if it is not firmly anchored to the work bench.
5. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage; tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ringing sound, do not use the wheel.
6. Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.
7. Do not grind on the side of an abrasive wheel labeled "Type 1."
8. Do not clamp a portable grinder in a vise to use it as a bench grinder.

Frame Straightener
1. Remove grease and dirt build up from the teeth of the frame straightener clamps prior to placing a load on the jack.
2. Do not use the frame straightener if the chains are nicked or otherwise visibly damaged.
3. Wrap the chain around a frame member several times to ensure that the chain will not slip when you pull. If the chain is twisted, untwist the chain prior to exerting pressure.
4. Use a wood block to pad the sharp corners where the chain is to be drawn around.
5. Have all co-workers stand clear of the jack before starting the pull.
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Spray Painting Operations
1. Do not operate spark inducing tools such as grinders, drills or sanders near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
2. Perform all spray painting operations in the spray booth or spray room.
3. Return containers of thinners, mineral spirits and other liquids labeled "Flammable" to the storage cabinet labeled "Flammable Storage," when painting is finished.
4. Do not point the spray gun toward any part of your body or at anyone else.
5. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.
6. Wear safety goggles and respirator when using, applying or handling spray paints in spray booth.
7. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable," observe the following safety procedure:
   - Only use red color-coded, metal containers for transferring the liquid.
   - Electrically ground and bond the containers as follows:
     1. Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
     2. Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
     3. You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
8. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.

Respirators
1. Shave daily to prevent facial hair from interfering with the face seal of the respirator.
2. Do not wear contact lenses when wearing a respirator.
3. Return your respirator to its storage area only after it has been cleaned.
4. Return respirators to their carrying cases or cartons and store them in your locker or in the storage area when the work is completed.
5. Only use the respirator that has been issued to you.