

Integrated Safety Subscription



For Automotive Recyclers

September 2024

Lockout-Tagout (LOTO)

Lockout-Tagout (LOTO) is a safety procedure used in industry to ensure that dangerous machines are properly shut off and not started up again prior to the completion of maintenance or service work. It requires that hazardous power sources be "isolated and rendered inoperative" before any repair procedure is started. "LOTO" works in conjunction with a **lock** usually locking the device or the power source with a hasp lock, and placing it in such a position that no power source can be turned on. The procedure requires that a **tag** be affixed to the locked device indicating that it should not be turned on.

Modern machinery can contain many hazards to workers, from things like electrical, mechanical, pneumatic or hydraulic sources. A typical automotive shop may contain pneumatic power tools to loosen bolts, electrical powered bench grinders to repair parts or a table saw, hydraulic or mechanical lifts/hoists, gas cutting torches/welders, parts washers and heat tools for window shield and bolt removal.

Disconnecting or making safe the equipment involves the removal of all energy sources and is known as *isolation*. The steps necessary to isolate equipment are often documented in an *isolation procedure* or a *lockout tagout procedure*. The isolation procedure generally includes the following tasks: .

1. Identify the energy source
2. Isolate the energy source
3. Lock and Tag the energy source
4. Prove that the **equipment has no power**

The locking and tagging of the isolation point lets others know not to "energize" the equipment.



It is never too soon to be prepared.

The [National Electric Code](#) states that a service disconnect must be installed within sight of serviceable equipment. The safety disconnect ensures the equipment can be isolated and there is less chance of someone turning the power back on if they can see the work going on. The safety disconnects usually have multiple places for locks so more than one person can work on equipment safely.

In industry this is an OSHA standard, as well as for electrical [NFPA 70E](#). OSHA's standard on the Control of Hazardous Energy (Lockout-Tagout), found in [CFR 1910.147](#), spells out the steps employers must take to prevent accidents associated with hazardous energy. The standard addresses procedures necessary to disable machinery and prevent an accident while maintenance or servicing is performed.

In This Issue

- ◆ Lockout Tagout (LOTO) Action Plan
- ◆ Safety Inspection CHECKLIST

Two other OSHA standards also contain energy control provisions: [29 CFR 1910.269](#) and [1910.333](#). In addition, some standards relating to specific types of machinery contain de-energization requirements such as 29 CFR 1910.179(l)(2)(i)(c) requiring the switches to be “open and locked in the open position” before performing preventive maintenance on overhead and gantry cranes.

Compliance

If employees service or maintain machines where the unexpected startup, energization, or the release of stored energy could cause injury, the OSHA standard applies. The standard applies to all sources of energy, including, but not limited to: mechanical, electrical, hydraulic, pneumatic, chemical, and thermal energy.



The standard gives each employer the flexibility to develop an energy control program suited to the needs of the particular workplace and the types of machines and equipment being maintained or serviced. This is generally done by affixing the appropriate lockout or tagout devices to energy-isolating devices and by de-energizing machines and equipment. The standard outlines the steps required to do this.

Employees need to be trained to ensure that they know, understand, and follow the applicable provisions of the hazardous energy control procedures. The training must cover at least three areas:

1. Aspects of the employer’s energy control program;
2. elements of the energy control procedure relevant to the employee’s duties or assignment; and
3. the various requirements of the OSHA standards related to lockout/tagout.

The standards establish requirements that employers must follow when employees are exposed to hazardous energy while servicing and maintaining equipment and machinery. Some of the most critical requirements from these standards are outlined below:

- Develop, implement, and enforce an energy control program.
- Use lockout devices for equipment that can be locked out. Tagout devices may be used
- in lieu of lockout devices only if the tagout program provides employee protection equivalent to that provided through a lockout program.
- Ensure that new or overhauled equipment is capable of being locked out.
- Develop, implement, and enforce an effective tagout program if machines or equipment are not capable of being locked out.
- Develop, document, implement, and enforce energy control procedures.
- Use only lockout/tagout devices authorized for the particular equipment or machinery and ensure that they are durable, standardized, and substantial.
- Ensure that lockout/tagout devices identify the individual users.
- **Establish a policy that permits only the employee who applied a lockout/tagout device to remove it.**
- Inspect energy control procedures at least annually. Provide effective training as mandated for all employees covered by the standard.
- Comply with the additional energy control provisions in OSHA standards when machines or equipment must be tested or repositioned, when outside contractors work at the site, in group lockout situations, and during shift or personnel changes.



Conduct Employee Training

Lockout-Tagout (LOTO) is a safety procedure used in industry to ensure that dangerous machines are properly shut off and not started up again prior to the completion of maintenance or servicing work. Proper LOTO procedures protect workers from unexpected electrical surges, moving parts, and other crushing, slicing, puncturing threats.



<http://www.seattlepi.com/business/press-releases/article/Graphic-Products-Inc-Issues-Lockout-Tagout-Guide-4197550.php>

Disconnecting or making safe the equipment involves the removal of all energy sources and is known as **isolation**. The steps necessary to isolate equipment are often documented in an *isolation procedure* or a *lockout tagout procedure*. The isolation procedure generally includes the following tasks:

1. Identify the energy source(s)
2. Isolate the energy source(s)
3. Lock and Tag the energy source(s)
4. Prove that the equipment isolation is effective.

Conduct Employee Training

The locking and tagging of the isolation point lets others know not to de-isolate the device during the repair or maintenance process.

When employees maintain or service machinery, they may be threatened with potential exposure to hazardous energy if the machinery is suddenly power up while not in fully operational condition. Hazardous energy comes in many forms and can cause injuries — electrocution, laceration, amputation, decapitation, burns, or fractured limbs.



If it feels like a bad idea, it probably is.

Employers establish an energy-control program, also called Lockout/Tagout or LOTO program, to ensure that employees isolate machines from their energy sources and render them inoperative before any employee services machinery *for the protection of employees*. It is up to the employees to observe the steps in the program to protect themselves and their co-workers!

What must workers do before they begin service or maintenance activities?

Before beginning service or maintenance, the following steps must be accomplished in sequence and according to the specific provisions of the employer's energy-control procedure:

1. Prepare for shutdown;
2. Shut down the machine;
3. Disconnect or isolate the machine from the energy source(s);
4. Apply the lockout or tagout device(s) to the energy-isolating device(s);
5. Release, restrain, or otherwise render safe all potential hazardous stored or residual energy;
6. Verify the isolation and de-energization of the machine.

Salvage yard fined \$93K after worker's death in cardboard compactor

A New Jersey truck parts salvage yard was fined more than \$90,000 after a 22-year-old man was crushed to death in a cardboard compactor in December. OSHA cited Universal Processing, LLC, for 11 serious violations as a result of an investigation of the site following the accident. The employee was clearing the jammed cardboard compactor when the machine turned on, killing the man, the investigation found.

Following the **Lock-Out/Tag-Out procedure** would have prevented the accident by removing the power from the machinery until the problem was corrected.

On June 7, OSHA issued an initial penalty of \$93,240 for alleged safety violations. Prior to the Dec. 8, 2016, incident, the site had no history of accident or safety violations at the facility, according to Joanna Hawkins, a spokeswoman for OSHA,.



What must workers do before they remove their lockout or tagout device and reenergize the machine?

Employees who work on de-energized machinery may be seriously injured or killed if someone removes lockout/tagout devices and re-energizes machinery without their knowledge. Thus, it is extremely important that all employees respect lockout and tagout devices and that only the person(s) who applied these devices remove them.

Before removing lockout or tagout devices, the employees must take the following steps in accordance with the specific provisions of the employer's energy-control procedure:

- Inspect machines or their components to assure that they are operationally intact and that non-essential items are removed from the area; and
- Check to assure that everyone is positioned safely and away from machines.

After removing the lockout or tagout devices but before re-energizing the machine, the employer must assure that all employees who operate or work with the machine, as well as those in the area where service or maintenance is performed, know that the devices have been removed and that the machine is capable of being re-energized. In the rare situation in which the employee who placed the lockout/tagout device is unable to remove that device, another person may remove it under the direction of the employer, provided that the employer strictly adheres to the specific procedures outlined in the standard.

Conduct Employee Training



How can I determine if the energy-isolating device can be locked out?

An energy-isolating device is considered "capable of being locked out" if it meets one of the following requirements:

- Is designed with a hasp or other part to which you can attach a lock such as a lockable electric disconnect switch;
- Has a locking mechanism built into it; or
- Can be locked without dismantling, rebuilding, or replacing the energy-isolating device or permanently altering its energy-control capability, such as a lockable valve cover or circuit breaker blockout.

What do I do if I cannot lock out the equipment?

Sometimes it is not possible to lock out the energy-isolating device associated with the machinery. In that case, you must securely fasten a tagout device as close as safely possible to the energy-isolating device in a position where it will be immediately obvious to anyone attempting to operate the device. You also must meet all of the tagout provisions of the standard. The tag alerts employees to the hazard of re-energization and states that employees may not operate the machinery to which it is attached until the tag is removed in accordance with an established procedure.

<https://www.osha.gov/Publications/3120.html>



Safety Inspection CHECKLIST

A checklist ensures that important safety criteria are reviewed and implemented each year.

Monthly CHECKLIST

Monthly HOIST INSPECTION Form

_____ (month/year)

OSHA requires that daily (pre-operative) inspections be performed but are not required to be logged. Hoist used infrequently should have the monthly inspection performed in conjunction with the daily inspection when use is initiated.



Completed Task	Notes
<input type="checkbox"/> Fire Extinguisher Inspected (Mark Tag)	
<input type="checkbox"/> Hoist Inspection (Complete Log)	
<input type="checkbox"/> Hazardous Waste Inventory Log	

Hoist Identification:	Location:
Manufacturer:	Date placed in service:

Pre-operational inspection should be conducted prior to use for these items:

- Signs of damages, deformations, cracks, and other indications of excessive wear
- Check for leakage in lines, tanks, valves, drain pumps of air or hydraulic systems
- Check for cracks in hooks more than 15% of normal throat opening or more than 10 degrees twist
- Check for indications of excessive wear or distortion in the hoist chains and connections
- Check for smooth operation in all movable parts
- Check for proper feeding and spooling of the wire rope within hoist drum
- Check for excessive vibration or noise when hoist is in motion
- Check for proper operation in all functioning operating controls
- Proper compliance with manufacturer’s recommendations in rope reeving

Monthly inspection logged for items above plus these items:

- Deformed, cracked or corroded members; Cracked or worn sheaves and drums
- Loose bolts and rivets
- Worn, cracked or distorted parts such as pins, bearings, shafts, gears, rollers, locking and clamping devices
- Excessive wear on the brakes system, lining, pawls and ratchets
- Load, wind and other indicators over the full range of operation of the lifting system
- Power/fuel components such as gasoline, diesel, electric, etc. do not pose a safety hazard during normal use
- Wear on chains and worn cable for indications of deformation, twisting and stretching
- Drive sprockets and gears
- Electrical connections, switches, controllers and pendants for safe operation
- Noises, vibrations or metal grinding observed during inspection



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For Automotive Recyclers

April 2024

Eye Wash Station

Not having an emergency eye wash station available for the protection of your employees' eyes is one of the most issued OSHA citations.

According to the OSHA standards, specifically §1910.151(c), eyewash stations need to be located no more than 10 seconds (or less than 25 feet away) within the work area, and where a strong acid or caustic is used, the station should be immediately adjacent to the hazard area.

In addition, the eye wash stations "should contain enough water to provide for 15 minutes of continuous use." Pathways to eyewash stations should be free of barriers such as locked or latched doors (swinging doors are allowed), equipment, material storage, or poor housekeeping.

Choose the correct type of Eyewash Station for your workers.

Eyewash Stations come in different shapes and sizes. Each type of eyewash station has its own unique advantages. In purchasing an eyewash station, an employer has to consider the maintenance required for each particular style. It is imperative to follow maintenance schedules with eyewash stations.

There are various styles and types to choose from along with different flushing fluids that are used for each type.

Plumbed eyewash stations use regular tap water from the pipes that are connected to municipal waterlines.

They must be flushed on an ANSI mandated **weekly schedule** in order to flush away any buildup of bacteria that forms from stagnant water.



The bottle style self contained eyewash station comes with sealed containers that do not require the use of tap water. The benefit of this type of unit is that the flushing fluid is a sterile solution which offers added protection from contaminants that can be found in tap water. Their shelf life can be as long as 24 months. They have the added feature of being a portable eyewash station that can be conveniently moved from one place to another.



Whenever possible the hard plumbed station is preferred as the bottles are meant to be stop gap measures in route to the eye wash station or first aid or when running water is not available.



*Eye injuries
can be
prevented*

In This Issue

- ◆ Emergency Eye Wash Training
- ◆ Eye Wash Written Program
- ◆ Safety Inspection CHECKLIST

Flush for the full 15 minutes to prevent eye injury.



Place an eye wash station near work areas with potential danger.

Emergency Eye Wash Protection Plan

Facility Name: _____

Facility Address: _____

Safety Supervisor (signature): _____ Plan review/revision date: _____

Emergency Eye Wash Stations(s) are located in the facility in the dismantle area where exposure to potentially hazardous substances may occur. *List Locations:*

Emergency Eye wash Stations are:

- Hard plumbed
- Stand-alone stations with eyewash solution tank or bottles

All eyewashes should have annual inspections to ensure they are operating properly. Plumbed eyewash stations need clean bowls, dust covers for the nozzles, and good water pressure. Check eyewash bottles and tanks for expired solutions according to the manufacturer's instructions. All eyewash stations should be protected from freezing and provide room temperature to lukewarm flushing fluids. Activating handles should start the flow of fluids immediately. Fluids should flow for at least 15 minutes, or, in the case of eyewash bottles, long enough to reach a plumbed eyewash station.

Emergency Eye wash Stations are inspected annually to ensure the station is in proper working order. Plumbed eyewash stations are flushed & checked weekly to ensure that they are clean and working correctly.

Date of annual inspection: _____

All eyewashes should have annual inspections to ensure they are operating properly. Plumbed eyewash stations need clean bowls, dust covers for the nozzles, and good water pressure. Check eyewash bottles and tanks for expired solutions according to the manufacturer's instructions. All eyewash stations should be protected from freezing and provide room temperature to lukewarm flushing fluids. Activating handles should start the flow of fluids immediately. Fluids should flow for at least 15 minutes, or, in the case of eyewash bottles, long enough to reach a plumbed eyewash station.

On a weekly basis, check plumbed eyewash stations to ensure that they are clean and working correctly. Use inspection check sheets for annual, periodic, and weekly inspections and keep copies of these records.

Analyze and inspect your workplace for hazards to the eyes.

Eye Injuries are common occurrences in an industrial workplace. Planning for emergencies before they happen can be the difference between a minor incident and a debilitating disability. [OSHA Regulation 29 CFR 1910.151\(c\)](#) states that whenever employees are exposed to corrosive materials, emergency eyewash must be provided for them. Inspect the workplace in order to uncover the risk areas and potential for eye injuries caused by chemical splashes or foreign particles in the eye.

Eyewash Stations need to be ANSI compliant for worker protection.

OSHA sets the requirement for the use of Emergency Eyewash stations. Purchase Eyewash Stations that are ANSI compliant to standard Z358.1-2004. This standard establishes the use and performance requirements for eyewash stations and shower equipment for the treatment of exposure to a potentially dangerous substance in the eye or on the skin. It is the source of guidance for compliance with OSHA regulation 1910.151(c).



Place Eyewash Stations strategically though out the workplace.

Following the ANSI standard and installing eyewash stations in your facility within ten (10) seconds walking distance from the hazard area. Be sure that the temperature of the water supply in your eyewash stations is lukewarm or tepid. If the flushing fluid is too hot or too cold this could cause further injury to the eye.

Inform workers on the use of eyewash stations & locations in the work area.

Eyewash Stations must be clearly labeled so that employees know exactly where to go and what to do when they get there in case an emergency arises. Train employees in the proper use of an eyewash station. Once an accident happens, it is too late to learn the proper use of safety equipment. Be sure that eyewash stations are clearly marked and visible to employees. There should be safety signs clearly labeling the eyewash stations in the work area. Make sure that workers know that if they have been splashed by a chemical in the eye that they do NOT squeeze their eyes shut. They need to flood their eyes for a full fifteen minutes in order to minimize damage.

Know the chemicals that you are dealing with in an emergency situation.

All chemicals can cause different reactions. They are made of different substances and have to be treated accordingly. Have MSDSs available for all chemicals that your workers are being exposed to. If a chemical splashes in the eye of an employee, it is important to know beforehand the correct emergency response that should be followed. In rare situations, there are certain chemicals that will become more caustic to the eye if water or a flushing fluid is used.

Safety Glasses are the first line of defense to prevent eye injuries.

Prevention of an injury is what should be strived for. Safety glasses and goggles have prevented many workers from the trauma of an eye injury. Adhere to the first line of defense in eye protection and safety by having workers wear the proper safety glasses, goggles and face shields in areas in the workplace that pose a risk to the eyes.



Conduct Employee Training

In general, the OSHA first aid standard requires eyewash stations in locations in which there is a risk of accidental exposure to corrosive or caustic materials.

Eye Wash Stations Are Critical

Protecting eyesight is very important, making eye wash stations critical when working around automotive products such as batteries and solvents. Most hazardous work environments require employees to wear safety glasses, but we all know accidents can happen and eyewash stations provide an effective means of emergency treatment for when chemicals come into contact with the eyes.

The first fifteen seconds following exposure are critical and having a professional eyewash station is just what you need!

In the event of being splashed by a chemical in the eye, **DO NOT SQUEEZE EYES SHUT.**

Flood the eyes for a full fifteen minutes in order to minimize damage.

When you start flushing your eye, hold your eyelids open and roll your eyeballs around to allow the fluid to flow on all of the surfaces of the eye and under the eyelid. Seek medical attention as soon as possible after flushing your eye.

If your eyewash station or bottles do not have enough fluid to run that long, use them temporarily while you make your way to a plumbed station.

Once an accident happens, it is too late to learn the proper use of safety equipment. Eyewash stations are clearly marked and visible to employees. Safety signs clearly label the eyewash stations in the work area.

While emergency eyewashes are important in the workplace, using safe work practices can prevent the need to use them. Learn about the chemicals and materials you work with by reading the Safety Data Sheets (SDS) for information on hazards, precautions, and recommended personal protective equipment (PPE).

If you are working with chemicals that can splash or materials that may fly into your eyes, wear safety glasses with side-shields or splash goggles. Know where the emergency eyewash stations are located in your workplace and how to use them.

The National Safety Council estimates that there are at least 70,000 disabling eye/face injuries on the job every year in the U.S. *Most of these injuries are preventable.*

To use emergency eye wash:

- Immediately flush eyes for at least 15 minutes.
- Keep the eyes open and rotate the eyeballs in all directions to remove contamination from around the eyes.
- Call Poison Control Center at (800) 222-1222 for advice, then seek medical attention immediately.



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Auto Salvage SIC Code is 5015

Monthly HOIST INSPECTION Form

_____ (month/year)

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Completed Task	Notes
<input type="checkbox"/> Fire Extinguisher Inspected (Mark Tag)	
<input type="checkbox"/> Hoist Inspection (Complete Log)	
<input type="checkbox"/> Hazardous Waste Inventory Log	

Hoist Identification:	Location:
Manufacturer:	Date placed in service:

Pre-operational inspection should be conducted prior to use for these items:

- Signs of damages, deformations, cracks, and other indications of excessive wear
- Check for leakage in lines, tanks, valves, drain pumps of air or hydraulic systems
- Check for cracks in hooks more than 15% of normal throat opening or more than 10 degrees twist
- Check for indications of excessive wear or distortion in the hoist chains and connections
- Check for smooth operation in all movable parts
- Check for proper feeding and spooling of the wire rope within hoist drum
- Check for excessive vibration or noise when hoist is in motion
- Check for proper operation in all functioning operating controls
- Proper compliance with manufacturer’s recommendations in rope reeving

Monthly inspection logged for items above plus these items:

- Deformed, cracked or corroded members; Cracked or worn sheaves and drums
- Loose bolts and rivets
- Worn, cracked or distorted parts such as pins, bearings, shafts, gears, rollers, locking and clamping devices
- Excessive wear on the brakes system, lining, pawls and ratchets
- Load, wind and other indicators over the full range of operation of the lifting system
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- Wear on chains and wore cable for indications of deformation, twisting and stretching
- Drive sprockets and gears
- Electrical connections, switches, controllers and pendants for safe operation
- Noises, vibrations or metal grinding observed during inspection



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For Automotive Recyclers

March 2024

First Aid Kit

Every salvage yard should maintain a first aid kit on-site at the facility in the event of a medical emergency. A well-stocked First Aid Kit can complement other safety equipment such as the eye wash station and personal protective equipment. Together these supplies can protect employees.

OSHA First Aid Kits and supplies are required to be readily available per 29CFR1910.151.b (Medical Services and First Aid). OSHA does not have a minimum requirement, but references ANSI Z308.1-2003 *Minimum Requirements for Workplace First Aid Kits*. According to the ANSI document, a basic workplace first aid kit should include the following:

Minimum Requirements for Workplace First Aid Kits

- At least one absorbent compress, 32 sq. in. (81.3 sq. cm.) with no side smaller than 4 in. (10 cm)
- At least 16 adhesive bandages, 1 in. x 3 in. (2.5 cm x 7.5 cm)
- One roll of adhesive tape, 5 yd. (457.2 cm) total
- At least ten packets of antiseptic, 0.5g (0.14 fl oz.) applications
- At least six applications of burn treatments, 0.5 g (0.14 fl. oz.)
- Two or more pairs of medical exam gloves (latex or non-latex)
- At least four sterile pads, 3 in. x 3 in. (7.5 x 7.5 cm)
- One triangular bandage, 40 in. x 40 in. x 56 in. (101 cm x 101 cm x 142 cm)

Additional (but optional) items include:

- Four 2x2 inch bandage compresses
- Two 3x3 inch bandage compresses
- One 4x4 inch bandage compresses
- One eye patch
- One ounce of eye wash
- One chemical cold pack, 4x5 inch
- Two roller bandages, two inches wide
- One roller bandage, three inches wide
- CPR barrier device



*First Aid is
for everyone,
everywhere!*

In This Issue

- ◆ First Aid Training
- ◆ First Aid Kit
- ◆ Safety Inspection CHECKLIST



Keep FIRST AID KITS near work areas with potential danger.

Maintain FIRST AID KITS in all locations that have potential for accidents to happen.



OSHA Regulation for FIRST AID

It is a requirement of OSHA that employees be given a safe and healthy workplace that is reasonably free of occupational hazards. However, it is unrealistic to expect accidents not to happen. Therefore, employers are required to provide medical and first aid personnel and supplies commensurate with the hazards of the workplace. The details of a workplace medical and first aid program are dependent on the circumstances of each workplace and employer.

What is First Aid?

First aid refers to medical attention that is usually administered immediately after the injury occurs and at the location where it occurred. It often consists of a one-time, short-term treatment and requires little technology or training to administer.

First aid can include cleaning minor cuts, scrapes, or scratches; treating a minor burn; applying bandages and dressings; the use of non-prescription medicine; draining blisters; removing debris from the eyes; massage; and drinking fluids to relieve heat stress.



Employer responsibilities and workers' rights?

Workers have a right to a safe workplace. The law requires employers to provide their employees with safe and healthful workplaces. The OSHA law also prohibits employers from retaliating against employees for exercising their rights under the law (including the right to raise a health and safety concern or report an injury). For more information see www.whistleblowers.gov or [Workers' rights](#) under the OSH Act.

Workers may file a complaint to have OSHA inspect their workplace if they believe that their employer is not following OSHA standards or that there are serious hazards. Workers can [file a complaint](#) with OSHA by calling 1-800-321-OSHA (6742), online via [eComplaint Form](#), or by printing the complaint form and mailing or faxing it to the local OSHA area office. Complaints that are signed by a worker are more likely to result in an inspection.

Protection from Retaliation

It is illegal for an employer to fire, demote, transfer or otherwise retaliate against a worker for using their rights under the law.

Conduct Employee Training

First Aid Training

An accident can occur at any time or any place. If you are the first person to arrive, there are a few basic principles you should follow to protect yourself and the victim.

First, **CALL 9-1-1**; then:

1. Survey the Scene. Before you help the victim, determine if the scene is safe. If anything dangerous is present, don't put your own life at risk to try and help the victim; you will be of no aid if you become a victim too. Summon help and wait for trained people to resolve the situation.

If the scene is safe, try and determine what happened and how many victims there may be. Never move the victim unless an immediate, life threatening danger exists, such as a fire or the threat of a building collapse.

2. Primary Victim Survey. After ensuring the scene is safe, you can turn your attention to the victim. Begin by performing a primary survey to determine if the victim:

- a. is conscious
- b. has an open, unobstructed airway
- c. is breathing
- d. has a heartbeat
- e. is not bleeding severely



To check for consciousness, gently tap the person and ask if they are okay. If there is no response, this is an indication that a possible life threatening situation may exist. If the person is responsive and can talk or cry, this indicates they are conscious, breathing, have an unobstructed airway, and a pulse. If the victim is unconscious, kneel down next to the head and **check for the ABC's: Airway, Breathing, and Circulation.**

To check the

- Airway** (clear and maintain an open airway),
- Breathing** (restore breathing), and
- Circulation** (restore circulation),



place your ear next to the victim's mouth and listen/feel for breath sounds while looking for a rise and fall of the chest. While doing this, check for a pulse by placing your fingers on the neck, just below the angle of the jaw, and feel for the pulse from the carotid artery.

These three steps will determine if cardiopulmonary resuscitation (CPR) is needed. **If you would like to learn how to perform CPR and First Aid, contact your local fire department, hospital, or the American Red Cross.** An employee professionally trained in First Aid and CPR is a valuable asset and a skill worth adding to your resume.

First Aid Training

Based on the OSHA Standard: "Adequate first aid supplies shall be readily available."

This rule applies to treatment of minor injuries that occur in the workplace. The rule does not specifically address the placement of first aid kits or the exact contents therefore, it is the employer's responsibility to assess the particular needs of the workplace and tailor first aid kits and their placement to the specific needs of the workplace.

If any employee has a unique health condition or emergency medication, such as a rescue inhaler, the employer may place the employee's medication in the First Aid Kit and make all other employees aware of its location.

First aid is the immediate care given to a person who is injured or ill. Sudden illness or injury can often cause irreversible damage or death to the victim unless proper care is initiated as soon as possible.

First aid includes identifying a life-threatening condition, taking action to prevent further injury or death, reducing pain, and counteracting the effects of shock, should they be present. Because life-threatening situations do occur, everyone should know how to provide emergency care until a victim can be treated or transported to a medical facility.

First aid is not intended to replace care by a physician. Its intent is to protect the victim until medical assistance can be obtained. **For any situation that appears to be life threatening, it's important to remember to call 9-1-1 and get help on the way as soon as possible.**

The primary purpose of first aid is to:

- ⇒ Care for life-threatening situations.
- ⇒ Protect the victim from further injury and complications.
- ⇒ Arrange transportation for the victim to a medical facility.
- ⇒ Make the victim as comfortable as possible to conserve strength.
- ⇒ Provide reassurance to the victim.



Call 9-1-1 if:

- The victim has lost consciousness, is unusually confused, or is losing consciousness
- The victim has difficulty breathing or is not breathing in a normal way
- The victim has chest pain or pressure that won't go away
- The victim has persistent pressure or pain in the abdomen
- The victim is vomiting or passing blood
- The victim is having seizures or severe headache, or has slurred speech
- The victim has head, neck, or back injuries
- The victim seems to have been poisoned



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- Proper compliance with manufacturer’s recommendations in rope reeving

Monthly inspection logged for items above plus these items:

- Deformed, cracked or corroded members; Cracked or worn sheaves and drums
- Loose bolts and rivets
- Worn, cracked or distorted parts such as pins, bearings, shafts, gears, rollers, locking and clamping devices
- Excessive wear on the brakes system, lining, pawls and ratchets
- Load, wind and other indicators over the full range of operation of the lifting system
- Power/fuel components such as gasoline, diesel, electric, etc. do not pose a safety hazard during normal use
- Wear on chains and wore cable for indications of deformation, twisting and stretching
- Drive sprockets and gears
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- Noises, vibrations or metal grinding observed during inspection



Request HOIST INSPECTION stickers by email.

Integrated Safety Subscription



For Automotive Recyclers

June 2024

Personal Protective Equipment

Personal Protective Equipment (PPE) can help complement other measures taken by employers and employees to minimize hazards and unsafe conditions. PPE is required by OSHA regulation 29 CFR 1910.132 for General Requirements. OSHA requires the employer to complete a written hazard evaluation of the workplace to determine employee hazards and the PPE necessary to protect them.

Personal Protective Equipment (PPE) is specialized clothing or equipment worn by employees for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, including; eyes, head, face, hands, feet, and ears.

To ensure the greatest possible protection for employees in the workplace, the cooperative efforts of both employers and employees will help in establishing and maintaining a safe and healthful work environment.

In general, employers are responsible for:

- Performing a "hazard assessment" of the workplace to identify and control physical and health hazards.
- Identifying and providing appropriate PPE for employees.
- Training employees in the use and care of the PPE.
- Maintaining PPE, including replacing worn or damaged PPE.
- Periodically reviewing, updating and evaluating the effectiveness of the PPE program.

In general, employees should:

- Properly wear PPE,
- Attend training sessions on PPE,
- Care for, clean and maintain PPE, and
- Inform a supervisor of the need to repair or replace PPE.

Specific requirements for PPE are presented in many different OSHA standards that outline PPE requirements of the many industrial processes taking place in the workforce.

WHAT TO DO:

1. Determine appropriate PPE for the facility.
2. Train each employee required to use PPE.
3. Make PPE available to employees or require that employees provide their own fitted PPE.



*Don't go to work
half-dressed—
**Use Personal
Protective
Equipment***

In This Issue

- ◆ PPE Assessment
- ◆ PPE Training
- ◆ Safety Inspection CHECKLIST



Make Personal Protective Equipment (PPE) Available to Employees

If **HARD HAT REQUIRED** sign is posted then employees **MUST** wear hard hats!

If it is not required in the area do not post the sign.



Complete Written Hazard Assessment

Automotive salvage operations conduct activities that require employees to don personal protection equipment (PPE). Check all that apply and retain a copy in the Safety Binder.

Dismantle operation:

- Hoist or lift is used.
 - Requires safety goggles or glasses and foot protection.
 - Hard hats (if required by facility)
- Fluid evacuation of fuel, oils, antifreeze and wiper fluid is conducted.
 - Requires safety goggles or glasses.
- Solvent parts washer is used.
 - Requires safety glasses and chemical resistant gloves.

Parts handling including removal, shipping and transporting:

- Bolt cutters, saws and other tools are used.
 - Requires safety glasses and foot protection.
- Cutting torch is used.
 - Requires foot protection, safety goggles/shield and heat/flame resistant gloves.

Autobody paint shop:

- Paint booth is used.
 - Requires respiratory protection.
- Paint mixing and spray gun cleaning is conducted.
 - Requires safety goggles or glasses and chemical resistant gloves.

Crusher activity:

- Vehicles are crushed and/or loaded for transport.
 - Requires foot protection.

Signature: _____ Safety Supervisor

Date: _____

Conduct Employee Training

Employees at automotive shops are required to have and wear personal protective equipment or PPE such as safety glasses, goggles, foot protection, hard hats, gloves and other gear that will reasonably protect them from on the job hazards. Protecting employee's feet, hands, and eyes are an important yet routine part of auto salvage work.

Employers routinely make items such as safety glasses and gloves available to employees. Fitted gear such as footwear or Rx glasses must be maintained by the employee as a condition of employment.

Foot Protection

Scientists and engineers for centuries have marveled at the design and structure of the human foot. The human foot is rigid enough to support the weight of your entire body, and yet flexible enough to allow you to run, dance, play sports, and to take you anywhere you want to go. Without your feet and toes, your ability to work at your job would be greatly reduced.

Select and use the right kind of footwear for the job you are going to be performing. Footwear should meet or exceed the standards set by ANSI (ANSI Z41-1991).

- Select footwear that fit.
- Inspect your footwear before you use them. Look for holes and cracks that might leak.
- Replace footwear that is worn or torn.
- Avoid borrowing footwear.
- Footwear is personal protective equipment.
- Store footwear in a clean, cool, dry, ventilated area.

Gloves

Some of the hazards that threaten hand safety are skin absorption of harmful substances, chemical hazards, such as caustic material, solvents or cutting oils, cuts or lacerations; punctures; burns; and blood or other infectious materials.

Preventing Hand Injuries

Protective equipment includes gloves, hand pads, tapes and mitts. There are many types of gloves available and the challenge is to find the right glove for the job.

To select the proper glove when working with chemicals:

- Determine what chemicals will be handled. Review the Safety Data Sheet (SDS)
- Consider the degree of dexterity, gripping ability and ruggedness needed for the tasks.

Visually inspect gloves each time they are worn and change them if they are cracked, peeling, torn, punctured or otherwise deteriorating. If there is any doubt about the integrity of the glove material, it should be discarded.

Gloves can be leak-tested for defects difficult to see with the naked eye by trapping air in the glove.



Conduct Employee Training

Eye Protection

The type of protection you choose for your work will depend on the specific hazard of the job. Here are examples of typical eye and face PPE and when they are used:

Safety Glasses

This type of PPE is the most common and offers basic protection. These glasses have protective frames made of plastic or metal and often have flat or cupped side shields. Safety glasses or spectacles also may be fitted with corrective lenses. Employees should wear safety glasses when working around flying particles and chemicals such as automotive fluids or part cleaning solvent.



Goggles

Goggles fit securely over employee's eyes or glasses, creating a protective seal. The lenses of goggles protect against moderate impacts. Employees with prescription glasses may wear cover goggles over their glasses. Goggles should be used by employees exposed to dust and flying particles, such as during sanding or cutting operations with heat hazards.



It is important to use this type of PPE when working with chemicals to prevent eye injuries from splashes or vapors. Employees may select ventilated goggles to prevent fogging while also protecting against dust particles.

Face Shields & Welding Protection

This type of PPE is a heat-resistant face shields made of vulcanized rubber or fiberglass with a filter lens to protect employees from injurious light radiation as well as flying sparks or metal pieces. The filter lens must have a shade number that will adequately protect the employee's eyes from the specific light radiation faced.

Transparent plastic window face shields protect against flying particles and splashes of automotive fluids. Face shields may be used in conjunction with safety glasses by employees working with molten metal and heat hazards such as sparks. Employees also may use hard hats or headgear fitted with protective face shields. Employees should make sure that the PPE fits securely and will not slip off while working.



Potential Hazards

The major types of accidents that cause blindness include:

- Objects striking the eye;
- Contact with chemicals and other hazardous materials;
- Being struck by swinging objects such as hoist chains;
- Viewing radiant energy from welding operations .

Safety Inspection CHECKLIST

A checklist ensures that important safety criteria are reviewed and implemented each year.

Auto Salvage SIC Code is 5015

Monthly HOIST INSPECTION Form

_____ (month/year)

OSHA requires that daily (pre-operative) inspections be performed but are not required to be logged. Hoist used infrequently should have the monthly inspection performed in conjunction with the daily inspection when use is initiated.



Completed Task	Notes
<input type="checkbox"/> Fire Extinguisher Inspected (Mark Tag)	
<input type="checkbox"/> Hoist Inspection (Complete Log)	
<input type="checkbox"/> Hazardous Waste Inventory Log	

Hoist Identification:	Location:
Manufacturer:	Date placed in service:

Pre-operational inspection should be conducted prior to use for these items:

- Signs of damages, deformations, cracks, and other indications of excessive wear
- Check for leakage in lines, tanks, valves, drain pumps of air or hydraulic systems
- Check for cracks in hooks more than 15% of normal throat opening or more than 10 degrees twist
- Check for indications of excessive wear or distortion in the hoist chains and connections
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- Check for proper feeding and spooling of the wire rope within hoist drum
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Monthly inspection logged for items above plus these items:

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For Automotive Recyclers

May 2024

Spill Cleanup

Every salvage yard should maintain a spill cleanup kit on-site at the facility in the event of an emergency spill. Consider three issues when it comes to spills.

First is the protection of employees (and customers) if the spill contains hazardous material. To accomplish this task, the appropriate type of spill cleanup kit must be selected from the many choices available.

The second issue is to make sure that employees are trained on the use and locations of all spill cleanup kits. Simple to do as long as you do it!

Finally, if a large quantity of material is spilled, the spill must be reported to the regulatory agency. In some instances, an emergency response team will be discharged. These types of spill are infrequent at a well-equipped salvage yard.



Spent Fluorescent Bulbs

Spent fluorescent bulbs contain mercury therefore require special handling as waste **and training for spill clean up**. Every salvage facility should observe these special requirements and recycle the bulbs as Universal Waste (like mercury switches). By doing so, the yard can avoid managing the spent bulbs as hazardous waste including costly TCLP laboratory analysis.

Low-mercury fluorescent bulbs (that have a green tipped end) contain mercury below the regulatory threshold and could be landfill disposed if the state and local rules allow it. All traditional fluorescent bulbs (gray tipped end) contain mercury above the regulatory threshold should be managed as Universal Waste.

Generators of universal waste are exempt from certain requirements routinely applied to hazardous waste and instead are subject to streamlined standards including **employee training**, and response to releases.

1. Store spent fluorescent bulbs in a sturdy container to prevent breakage and label the storage container "**Used Lamps**" and mark it with the date the first bulb was placed in the container to document the one-year time limitation.
2. Recycle used lamps through a bulb recycling facility. The Maintain the shipment record until disposal is completed.
3. Provide proper training to employees responsible for the storage of used lamps and capture and contain all accidental releases from broken lamps with the same care as other hazardous waste.

An ounce of prevention is worth a pound of cure.

In This Issue

- ◆ Spill Cleanup
- ◆ Fluorescent Bulb Handling
- ◆ Safety Inspection CHECKLIST



Keep SPILL KITS near work areas with potential spills such as fluid storage.

Maintain SPILL KITS in all locations that have potential for spills to happen such as the dismantling shop, fluid storage areas, parts storage and the on-site crusher.



Five Easy Steps to Choosing a Spill Kit

1. What liquids will you be absorbing?

Choose a spill kit with absorbents designed to absorb the automotive products present at the salvage yard.

- **Stock a general purpose oil absorbent such as granule “kitty litter” floor dry to absorb antifreeze, oil and fuel spills.**
- **Stock a hydrophobic (oil-only) absorbent mats or socks to absorb oily spills that are mixed with water (like rain or snow) to reduce the volume of waste material.**
- **Stock an acid neutralizer for battery acid spills.** Commercially available products work well and are relatively inexpensive. **Baking soda can be used.** Battery acid is a sulfuric acid solution in water. Baking soda is a mild alkali bicarbonate of soda. Together they become neutral material.

2. What is the volume of your worst-case scenario spill?

Determine the largest amount of liquid that could be spilled from a single container or holding tank. If your liquids are stored in drums, this would likely be the contents of an entire drum, normally either 30 or 55 gallons. If you store liquid in totes, consider the volume of your largest tote – usually anywhere from 275 to 500 gallons.

Remember, that it may not always be practical to absorb the entire contents of a spill, especially if it is a large one. Spill kits can be used in conjunction with non-absorbent dikes and drain covers that help channel liquids, so that they can be recovered with vacuums or pumps. After a bulk of the liquid has been removed, absorbents can then be used to remove the remainder of the spill.

3. What type of container works best for your location?

Some facilities choose to locate spill kits in every area prone to spills, such as the dismantling areas, dispensing stations and waste fluid storage areas. Others choose to have one or two kits that can be transported to the area where a liquid is spilled. Small spill kits with handles make them easy to carry to the site of a spill. Dollies and wheeled containers can be used to make larger kits portable. A spill kit on casters, weighing 80 pounds will be great for a spill inside a warehouse, but may not be the best option to carry a long distance over rough soil.

4. Do you need any Personal Protective Equipment (PPE)?

Acid resistant gloves and/or aprons for responses to battery acid spills are good PPE to keep on hand. A conveniently placed pair of safety goggles in the spill kit is also a good idea.

5. Do you already have a cabinet or container for your kit?

There is no regulation that tells you what a spill kit must include, or what the container must look like. If you already have a storage cabinet or old spill kit containers just restock them based on your absorbency needs.

Conduct Employee Training

Spill Cleanup

Review this training material with all employees. Display a spill cleanup kit and identify each of the materials included in the kit with all employees.

1. *Where are spill kits located?*

- **Review the location all spill kits and PPE equipment with employees during this training event.**

2. *How do you use the spill kit material?*

- **Floor dry is used to absorb all regular small spills of automotive fluids.**
- **Oil-only material is used to absorb oil spill that are mixed with water (like rain or snow) to reduce the volume of waste material.**
- **Acid neutralizer such as baking soda is used for battery acid spills. Battery acid is a sulfuric acid solution in water. Baking soda is a mild alkali bicarbonate of soda. Together they become neutral material.**

3. *What do I do with the waste?*

- **Small spills absorbed with floor dry or mats will be managed with the regular use absorbent at the facility.**
- **Large volume spills recovered with a vacuum or pump can be placed in the waste storage tank for the compatible material.**
- **Neutralized spill can be disposed of with regular trash.**

Report spills that create hazardous conditions

In Iowa, Section 304 Emergency Release Notification is coordinated through the Department of Natural Resources Emergency Response and Homeland Security Unit. Section 304 notification at the federal level is made through the National Response Center at (800) 424-8802. Federal requirements for reporting are based on reportable quantities as listed in EPA's List of Lists. **Iowa does not utilize reportable quantities, instead determining whether each incident creates a "hazardous condition" based on risk to human health and safety, property and the environment.**

If a hazardous substance spill meets **any** of the following guidelines it must be reported to the state Emergency Response Unit at the appropriate state agency for your facility.

- **The hazardous substance has the potential to leave the property by run-off, sewers, tile lines, culverts, drains, utility lines or some other conduit.**
- **The hazardous substance has the potential to reach a water of the state - either surface water or groundwater.**
- **The hazardous substance can be detected in the air at the boundaries of the facility property by the senses (sight and smell) or by monitoring equipment. There is a potential threat to the public health and safety.**
- **Local officials respond to the incident.**
- **The release exceeds a Federal Reportable Quantity (RQ).**

Spent Fluorescent Bulbs

Review this training material with all employees. Display a bulb box marked “Used Lamps” and discuss the storage location with all employees.

1. Where are spent bulbs located?

- **Review the location of the Universal Waste Storage Area.** Identify and store spent bulbs in the clearly marked container which is either the prepaid return shipping box, the recycling container provided by your recycler or the original container which has now been marked “Used Lamps”

2. Why is it important to manage spent bulbs?

- **EPA regulations require bulbs to be managed to prevent exposure of mercury to the environment and to protect employees.**
- **Mercury poisoning is a serious ailment that can be avoided by following simple precautions.**



3. How do we manage spent bulbs?

- **Spent bulb boxes are marked “Used Lamps.”**
- **Spent bulbs are stored in safe and appropriate containers.**
- **Spent bulbs are delivered, picked up or shipped in compliance with Universal Waste Rules and according to DOT regulations.**
- **Spent bulbs are recycled to prevent mercury releases.**

Spills that create hazardous conditions

A broken bulb will not create a reportable spill but *care* should be exercised in the cleanup of a broken mercury-containing bulb such as fluorescent tube or a compact fluorescent bulb. Sweep up the spill and enclose it in a plastic sealable bag before discarding in the regular trash if the local municipal waste allows it. Do not attempt to vacuum a broken mercury-containing bulb it will only create a larger contamination zone. A dust pan and broom followed by a wet wiping the area is the best cleanup method.

Exercise care with the handling and cleanup of any heavy metal containing material at the salvage yards such as broken bulbs for mercury exposure and lead wheel weight for lead exposure. Use a gloved hand to handle the material. Rubber or nitrile gloves may then be disposed and clothe or leather gloves may be laundered.



Never, never pull the glove off your hand with your teeth after handling a broken bulb.

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