

2020

AUTOMOTIVE RECYCLERS ASSOCIATION

Certified Automotive Recyclers



SAFETY Guide

AUTOMOTIVE RECYCLERS ASSOCIATION

Certified Automotive Recyclers Guide



**AUTOMOTIVE
RECYCLERS
ASSOCIATION**
E S T A B L I S H E D 1 9 4 3

Automotive Recyclers Association
9113 Church Street
Manassas, VA 20110 USA
Phone 571.208.0428 • Fax 571.208.0430
www.a-r-a.org

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Material presented in this manual is intended for informational purposes to assist automotive recyclers in meeting the Certified Automotive Recycler (CAR) safety requirements. Each automotive recycling facility participating in the CAR program is responsible for complying with applicable local, state, and federal regulations. Meeting the CAR standards does not guarantee compliance with all regulations that apply to the facility, nor does it provide protection against citizen or third party legal actions. These materials should not be construed to be legal or professional advice.

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Automotive Recyclers Association

Safety Standards

Safety Program

Safety Standard & Regulatory Standard

A safety program in which a particular individual is in charge of regularly scheduled safety meetings and safety inspections. Name of safety supervisor must be listed on the application.



Verify Document

WHAT TO DO:

- 1) Prepare/maintain a written Hazard Communication Plan
- 2) Compile/maintain the SDS sheets for all chemical products on-site
- 3) Label all chemical containers with GHS style labels
- 4) Conduct periodic Safety Meetings corresponding to the CAR standards and other important topics. Log training events and maintain records on-site.
- 5) Designate a Safety Supervisor

Become Familiar with the Rule

The Hazard Communication Standard (HCS) is based on a simple concept - **that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working.** They also need to know what protective measures are available to prevent adverse effects from occurring. The HCS (29 CFR 1910.1200) is designed to provide employees with the information they need. Under the provisions of the Hazard Communication Standard, employers are responsible for informing employees of the hazards and the identities of workplace chemicals to which they are exposed.

Identify Responsible Staff

Simply stated this is the Safety Supervisor. Hazard communication is an ongoing program in the facility. In order to have a successful program, it is necessary to assign responsibility for both the initial and ongoing activities to comply with the rule.

Preparing and Implementing a Hazard Communication Program

All workplaces where employees are exposed to hazardous chemicals must have a written plan that describes how the standard will be implemented in that facility. The plan does not have to be lengthy or complicated. It is intended to be a blueprint for implementation of your safety program--an assurance that all aspects of the requirements have been addressed.



ARA University course available for this topic.

<http://www.arauniversity.org>

Identify Hazardous Chemicals in the Workplace

The Hazardous Communication Standard requires a list of hazardous chemicals in the workplace as part of the written hazard communication program. The list will serve as an inventory of everything for which a **Safety Data Sheet or SDS** must be maintained.

The best way to prepare a comprehensive list is to survey the workplace. Purchasing records may also help. Employers should establish purchasing procedures that result in SDSs are received before a material is used in the workplace.

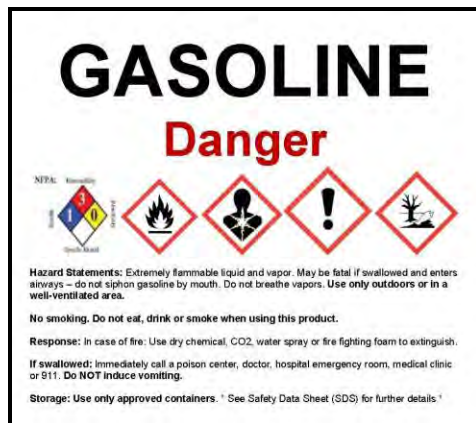
Employees should be trained on any new chemical introduced in to the workplace!

Check your files against the inventory you have just compiled to ensure that an SDS exists for each potentially hazardous chemical. If any are missing, contact your supplier and request one or locate one on the internet.

OSHA Aligns with United Nations for Globally Harmonized System

U.S. OSHA has agreed to the United Nation's standard for Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. This simply means that the safety data sheet (SDS) for chemicals will look the same in all nations across the globe. The existing rule called the **Hazard Communication Standard (HCS)** was updated to accommodate the global standardization.

By December 1, 2013, (or as soon as you become aware of the training requirement) employers that have chemicals in the workplace must train employees on the updated Hazard Communication Standard. ARA University has a training module available.



The Hazard Communication Standard or HCS has labeling requirements that display the *Globally Harmonized System or GHS of Classification and Labeling of Chemicals* identification of chemicals, signal words, pictograms and precautionary statements. The type of label required in the workplace is called a secondary label (not for transport).

Safety Standards

Personal Protective Equipment

Safety Standard

Utilization of Basic Personal Protective Equipment Including Gloves, Hard Hats, Safety Shoes, Safety Clothing, Safety Shields, and Goggles, When Required



Photo submission required

Personal Protective Equipment (PPE) is specialized clothing or equipment worn by employees for protection against health and safety hazards. Personal protective equipment (PPE) can help complement other measures taken by employers and employees to minimize hazards and unsafe conditions. OSHA revisions require the employer to complete a written hazard evaluation of the workplace to determine employee hazards and the PPE necessary to protect them.

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/Rx PPE. Employers must provide general use PPE.

Complete Written Hazard Evaluation

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

Dismantle operation:

- Hoist or lift is used.
 - Requires hard hat, safety goggles and foot protection.
- Fluid evacuation of fuel, oils, antifreeze and wiper fluid is conducted.
 - Requires safety goggles.
- Solvent parts washer is used.
 - Requires safety goggles and chemical resistant gloves.

Parts handling including removal, shipping and transporting:

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

Crusher activity:

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



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<http://www.arauniversity.org>

Safety Standards

Eye Wash Station

Safety Standard

OSHA Approved 15-Minute Eye Wash Station(s) Readily Accessible Near Corrosive Materials.



Photo submission required

Workers' eyes may be damaged very quickly by exposure to contaminants in battery storage or vehicle processing areas. The first fifteen seconds after an eye injury is critical. The American National Standards Institute (ANSI) suggests that eye wash stations be located within 100 feet, or a 10 second walk, of critical work areas.

WHAT TO DO:

- 1) Install/maintain an OSHA approved 15-minute eye wash station(s) where corrosive materials are used.
- 2) Provide annual training to employees on the location and use of an eyewash station. Complete an Emergency Eye Wash Protection Plan and retain a copy in safety records. Conduct and log inspections. 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 *to be checked weekly*.

Emergency Eye Wash Protection Plan

Facility Name:

Facility Address:

Safety Supervisor (signature):

Plan 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

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 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.

Choose the correct type of Eyewash Station for your facility.

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.
- There are tank style self contained eyewash stations that use regular tap water with a preservative added to the tap water in the mixing process. The solution expires within a six month period and must be cleaned and refilled.
- The newest tank style self contained eyewash station comes with sealed cartridges 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.

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.

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.



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Safety Standards

Fire Extinguisher

Safety Standard

Readily Available, Appropriately Typed, and Fully Charged Fire Extinguishers



Photo submission required

Fires may be caused by welding or torching, fuel or fume explosions, electrical problems, or ignition of combustibles. Take preventive measures, learn how to recognize and respond to different types of fires, and properly handle and store chemicals and flammable liquids.

WHAT TO DO:

- 1) Mount portable fire extinguishers in designated areas so that they are readily and easily identified and accessible.
- 2) Select appropriate type of extinguisher for potential class of fire.
- 3) Maintain fire extinguishers in a fully charged and operable condition.
- 4) Document inspections and annual maintenance on a tag affixed to each extinguisher.
- 5) Arrange for hydrostatic testing by trained persons at specified intervals by state.
- 6) Train employees on fire prevention and emergency response.

OSHA rule 29 CFR 1910.157 states that an employer shall provide approved portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.

Fire extinguishers must be maintained in a fully charged and operable condition and kept in their designated places at all times except during use. Fire extinguishers for employee use should be selected based on the class of anticipated fires and the size of hazard which would affect their use. **A multi-purpose ABC rated fire extinguisher is appropriate for an auto salvage operation.**



Inspection Requirements

- ✓ **Inspect Monthly** - Portable fire extinguishers shall be visually inspected monthly.
- ✓ **Conduct Annual Maintenance** - Fire extinguishers are subjected to an annual maintenance check. Record the annual maintenance date and retain this record for one year after the last entry. Hire a professional.



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<http://www.arauniversity.org>

Safety Standards

First Aid Kit

Safety Standard

A properly stocked first aid kit that is in close proximity to the dismantling areas, and is adequately sized for the number of employees in that area.



Photo submission required

A first aid kit allows trained workers to respond to a minor injury or illness, and to provide temporary relief of a more serious injury until professional medical assistance is obtained.

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:

WHAT TO DO:

- 1) Keep one or more first aid kits clean, dry, and readily available to workers.
- 2) Notify the workers of the locations of the first aid kits.
- 3) Keep the first aid kits well-stocked to treat common industrial injuries (bumps and abrasions, cuts, burns, strains and sprains, and eye injuries).
- 4) Train each employee on first aid kit use.



OSHA recommendations do not include an automated external defibrillator (AED), but current emergency cardiac care guidelines from the American Heart Association recommend AEDs in most public places.



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<http://www.arauniversity.org>

Safety Standards

Lock Out Tag Out (LOTO)

Safety Standard

Lock Out Tag Out Program is in place that includes employee training to remove power source from equipment prior to repair or maintenance.



Photo submission required

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, and placing it in such a position that no power sources can be turned on. The procedure requires that a **tag** be affixed to the locked device indicating that it should not be turned on.

WHAT TO DO:

- 1) Implement a Lock Out Tag Out (LOTO) Program that trains employee when to "isolated and rendered inoperative" the power source to equipment during maintenance and repair procedure.
- 2) Stock Lock Out Tag Out (LOTO) supplies such as tags and hasp locks.
- 3) Utilize the program and the supplies to protect employees.



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.



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Safety Standards

Hoist Inspection

Safety Standard

Hoists are inspected on a regular basis such as monthly for frequent use hoist and upon use for infrequently used hoist. Inspections are logged monthly and annually with inspection tag affixed to the automotive lift.

The OSHA Standard encompasses all types of lifts including automotive lifts and under hung chain hoists and sets the frequency of inspection based on usage and provides the regulatory framework for inspections of all lift devices.

Inspection stickers and/or logs should be posted.

The real value of an overhead hoist and automotive lift inspection is increased safety and awareness of maintenance issues that could contribute to unnecessary shutdowns by creating a more safe work environment for operators.

Daily inspection – Non-recorded visual inspection meant to be a pre-operational check to detect discrepancies that are obvious to the naked eye.

Monthly Inspection – Recorded visual examinations by the operator or other designated required as follows:

- Normal Service** – Monthly
- Heavy Service** – Weekly to Monthly
- Severe Service** – Daily to Weekly



Annual Inspection – Recorded stringent inspection of the equipment by a designated competent employee or a service provider to detect defects, broken or worn parts, and any maintenance required.

WHAT TO DO:

- 1) Inspect hoist monthly for defects and wear & tear.
- 2) Log inspections and keep records.
- 3) Adhere an inspection tag at least annually to inspected hoists and automotive lifts.



ARA University course available for this topic.

<http://www.arauniversity.org>

Safety Standards

Cutting Torch Protocol

Safety Standard

Administer and sign the ARA Torch-use Education & Orientation Protocol prior to an employee's use of a cutting torch.



Verify Document

Torch-use education and orientation for an Auto Recycling Facility

The ARA (Automotive Recyclers Association) CAR (Certified Auto Recycler) program suggests that the gas cutting torch is a tool that should have limited use and that any use should be monitored and restricted to employees that have been properly trained. **All safety protocols must be in place prior to the use of any gas cutting torch.**

Facility management and every employee that uses the gas cutting torch should review this document. Further training may be required or advisable based upon jurisdiction or property and casualty insurance carrier requirements or suggestions.

A cutting torch is a tool that if not properly used, can lead to explosion, fire, flash burns, skin burns, eye injury and even loss of life. Some insurance companies have changed their insurance policies so that property damage and loss caused by the use of a cutting torch would lead to steeply increased deductibles in the event of a claim.

WHAT TO DO:

- 1) Retain a signed and dated copy of this and any other training programs in the employee files prior to use of a gas cutting torch.
- 2) Conduct and log cutting torch safety awareness for all employees at least once annually.

The [Cutting Torch Protocol](https://aracertification.com/) is available for download on the ARA Certification webpage at <https://aracertification.com/>

Retain a signed and dated copy of this and any other training programs in the employee files prior to use of a gas cutting torch.



ARA University course available for this topic.

<http://www.arauniversity.org>

Conduct Employee Training

Here are some facts you need to know

- Flame temperature can be in excess of 6000 degrees Fahrenheit.
- A misdirected flame, excess heat, or sparks that come near combustible material may cause instant fire, explosion *or a delayed, unattended fire or explosion.*
- Equipment must be inspected for proper operation. Damaged tips, valves, tanks, regulators, hoses or torch bodies could lead to injuries or devastation related to fire or explosion.
- Pressures must be properly regulated, due to the possibility of an explosion or serious injury.
- Fire and explosion resulting in property damage or injury can occur when the torch comes in contact with hidden dangers such as compressed gas in shock absorbers, exotic materials, hidden fuel lines, hidden insulation or sound deadeners, batteries, and other flammables.

(BMP's) Best Management Practices for Safe Use

- The best practice is to eliminate the use of the torches completely. The next best option is to severely limit their use. With modern air tools and rechargeable electric tools, torch use can be virtually eliminated. Many facilities around the country have eliminated their use.
- Limit access to torch equipment by locking it up, allowing access only by approval of a supervisor, and only allow use to a properly orientated employee.
- If the torch must be used, move the vehicle or part to be cut into a “clear zone” that is away from combustibles and safety hazards.
- If the torch must be used, all vehicles located in the work area must have the gas tank removed and placed away from the work area. Any fuel spills must be properly cleaned. Confirm floor or soil is dry and free of debris and flammable materials. Many fires are the result of the fuel igniting after the tank has been removed from the vehicle, but not cleared from the “clear zone”. Confirm all flammables are removed from the cutting path or near it. Do not take any chances. Sparks from cutting activities can fly up to 35 feet; confirm your zone is clear to that size. REMOVE ALL FLAMABLE INTERIOR AND INSULATION COMPONENTS.
- OSHA eye and face protection standard, 29 CFR 1910.133, requires the use of eye and face protection whenever workers may be exposed to hazards such as flying objects, molten metal, liquid chemicals, acids, or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Eye protection must conform to the American National Standards Institute (ANSI) Standard Z87.1 - 1989.
- Wear non-flammable gloves and make sure that clothing is worn in such a manner that sparks or slag cannot enter shirts, ignite flammable clothing, burn skin, or get trapped in loose or baggy clothing.

- A second employee should observe and be on “FIRE WATCH” during all cutting activities. Fire watch must be continued for at least 30 minutes after the cutting has been completed. Do not do any cutting at the end of the day, when no employees will be around to observe the area. After hours fires are usually the result of a smoldering area that ignites into a fire when no one is there to contain it.
- Know and understand the type and use of each fire extinguisher. Have the proper class of fire extinguisher on hand in the instance a flame or spark comes in contact with flammable materials while using the gas cutting torch. Have the proper fire extinguishers at your immediate access during all cutting operations. A further safeguard is the use of rechargeable water extinguishers or garden sprayers that can be used to wet the grounds around the cut area. Water provides an affordable solution for fighting the small fires that can occur with paper and grass that may become ignited.
- The cutting torch is not a hammer. The tip should be free of restriction and properly formed. A damaged tip can lead to improper temperatures and flow that will result in dangerous results and “spitting” of hot molten metal. If your tip is not in good condition, do not use the torch until it is cleaned or replaced.
- Ensure the area is properly ventilated. Ideally, cutting and welding should be conducted outside. Improper ventilation can lead to an oxygen depleted atmosphere, which can lead to suffocation, while an oxygen rich environment is a severe risk for accelerated fire or explosion.
- Do not use acetylene at operating pressures above 15 psig (103kPa). This is the maximum working pressure currently permitted by federal regulations.
- Do not handle oxygen regulators, oxygen cylinders, valves or any other equipment with oily or greasy hands or gloves. Oxygen reacts with oil and grease in a manner that could easily result in a fire or explosion.
- Do not use the oxygen to blow dirt off clothing. The fabric can become saturated with oxygen and ignited by spark, flames, or cigarettes.
- Do not empty an oxygen cylinder below 25 psig-50 psig (172 kPa-345 kPa). When pressure is below this level, the cylinder will lose its positive pressure allowing dangerous contamination to occur.
- Do not smoke when oxygen or fuel gases are present.
- Perform inspections before every use. Look for cracked or damaged hoses and damaged regulators, valves or tips. Look for any contamination with oil or grease. If any damage is reported, do not use the equipment until it is in proper working order.
- Back off the pressure adjusting screw of the regulator to release spring force before opening the cylinder valve.
- Open the cylinder valves very slowly. Opening oxygen valves quickly could result in a violent reaction if contaminants are present.
- You must purge hose lines individually before lighting the torch with the proper flint type device. (Do not use a lighter or matches!) This purge will assure that no oxy-fuel gas mixture is present in the hoses, which could cause an explosion or fire when the torch is ignited.

Both the Occupations Safety and Health Administration (OSHA - 29CFR 1910.252(a) Fire Prevention and Protection Basic Precautions) and the National Fire Protection Association (NFPA - 51B Standard for Fire Prevention During Welding, Cutting, and Other Hot Work) have established specific requirements for conducting cutting operations (or other “hot” work).

Both standards hold management and supervisors responsible for conducting overall safe cutting operations, providing fire protection equipment, and authorizing hot work.

The goal of this document and training is to make the cutting tool the tool of last resort.

If the torch is used, follow proper guidelines. If proper guidelines are not followed, death, serious injury or devastating property damage could result.

Supervisor, Owner or Manager: I have explained this document and ensured the employee has taken the time to read it.

Signature

Print

Date

Employee: I have taken adequate time to read this document. I have been provided proper hands-on training by supervisors, owners or managers and have had the opportunity to ask questions. I feel confident in my abilities to properly execute safe cutting operations.

Signature

Print

Date

A copy of this documentation should be retained in the employee’s personnel file, and one copy should be given to the employee for his records.

Safety Standards

Spill Clean Up Kit

Safety Standard & Environmental Standard

Adequately sized Spill kit(s) are available in close proximity to the chemical storage areas and/or fluid evacuation and dismantling bays.



Photo submission required

Every salvage yard should maintain a spill cleanup kit on-site at the facility in the event of an emergency spill. Spills have a few issues with which to be concerned.

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 myriad of 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, it's called TRAINING.

Finally, if the quantity of material spilled is sizeable or made of acutely hazardous chemicals 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.



WHAT TO DO:

- 1) Maintain a spill kit(s) that contains appropriate absorbents and/or containment devices to handle the type and amount of fluids that could be released.
- 2) Place the labeled spill kit(s) where fluids are used or stored.
- 3) Provide and document training to appropriate workers on how to properly manage fluids, prevent spills and leaks, respond and clean up a spill, and dispose of used absorbents.
- 4) Train each employee on spill cleanup.



ARA University course available for this topic.

<http://www.arauniversity.org>

Safety Standards

OSHA 300 Log

Safety Standard

Documentation of compliance with OSHA 300 Log Reporting for Employee Injury and Illness incidents and summary logs.

Verify Document



OSHA requires certain employers to electronically submit injury and illness data that they are already required to record on their onsite OSHA Injury and Illness 300 forms.

Analysis of this data will enable OSHA to use its enforcement and compliance assistance resources more efficiently. Some of the data will also be posted to the OSHA website. OSHA believes that public disclosure will encourage employers to improve workplace safety and provide valuable information to workers, job seekers, customers, researchers and the general public.

Online reporting is subject to state program rules and systems in 26 states and territories. Incident reporting is also by industry type and/or company size. Auto Recycling is a stated industry type that requires reporting.

Auto Recycling is a stated industry type that requires reporting.

OSHA Summary 300A Log Reporting

Establishments with 250 or more employees and 20-249 employees in [certain high-risk industries](#), including auto and metal recycling, must submit information from their annual Form 300A by March 2. Facilities with fewer than 20 employees do not have to electronically submit the 300A Log. Both small and large sized facilities must POST the 300A Log in an employee accessible area from February 1st through April 30th each year. Facilities with less than 10 employees are NOT subject to the regulation.

It is not necessary to train employees on all new OSHA reporting requirements.

Anti-retaliation Notification

The rule prohibits employers from discouraging workers from reporting an injury or illness. The rule requires employers to inform employees of their right to report work-related injuries and illnesses free from retaliation.

The Rule clarifies the existing implicit requirement that an employer's procedure for reporting work-related injuries and illnesses must be reasonable and not deter or discourage employees from reporting; and incorporates the existing prohibition on retaliating against employees for reporting work-related injuries or illnesses.

Safety Subscription

Right to Report a Work-related Injury

Under federal law, you are entitled to a safe workplace. Employers must provide a workplace free of known health and safety hazards. If you have concerns or injuries, you have the right to speak up **without fear of retaliation**. You have the right to report a work-related injury.

Key Points: • Promptly report all injuries, "near misses" and hazards. • You will not be "blamed" for reporting an injury or a job hazard. • Keep a constant lookout for potential hazards. • Take responsibility for your own safety.

Why report injuries? If you or a co-worker are injured at work, it's important to report it to a supervisor as soon as possible – even if the injury is minor. Sometimes, incidents occur which almost lead to injuries but don't, these are called "near misses." It's important that you report these, too.

Here are some reasons why you should promptly report all injuries and near misses: – so you can get first aid or medical attention to prevent a minor injury from becoming infected or otherwise getting worse – so your co-workers don't get hurt as well – so we can take preventive action, such as putting a safety guard on a sharp blade or posting a "warning" sign, in order to avoid serious injuries in the future.



We care about your safety, and the safety of all of our employees. That's why it's important that we know about any unsafe conditions.

INJURY AND HAZARD REPORTING DO'S AND DON'TS

DO:

- Ask for help if you get hurt – even if the injury is minor.
- Be on the constant lookout for all potential hazards.
- Think about the importance of safety, both on and off the job.

DON'T:

- Delay reporting an injury because you think you can "handle it yourself."
- Take shortcuts or engage in unsafe work habits that result in an injury.
- Forget to think about how an injury can be prevented from occurring.

Workplace Safety is a Team Effort!

New federal requirements take effect November 1, 2016 for more immediate reporting of workplace injury and illnesses. Employers now have a shorter timeframe in which to report injuries. Work-related injuries that require hospitalization must be reported in as little as 24 hours, so employees need to be prompt in making management aware of even minor injuries. Reporting potential hazards is also important to keep our workplace a safe one!

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit www.osha.gov.

Safety Standards

HazMat Shipping Certification

Safety Standard

Documentation of appropriate DOT Training for Employees associated with the shipping of HazMat including Air Bags, Seatbelt Pretensioners and Lithium Ion batteries.



Verify Document

Why is safety important when packaging hazardous material for shipping?

A hazardous material (Haz Mat) means a substance or material, which is determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported. In automotive recycling the hazardous materials include:

- Air Bag Inflators: Consisting of a casing containing an igniter, a booster material, and a gas generate. An airbag inflator is a gas generator used to inflate an air bag in a supplemental restraint system in a motor vehicle.
- Air Bag Module: Consists of the air bag inflator plus an inflatable air bag assembly.
- Seat-belt Pre-tensioner: Contains similar hazardous materials and is used in the operation of a seat-belt restraining system in a motor vehicle.
- Lithium Ion Batteries from hybrid and electric vehicles.

WHAT TO DO:

- 1) Conduct certification training on the safe packaging and shipping of HazMAat including non-deployed air for all employees engaged in the operation of packing for shipping, certification must be renewed at least every three years.
- 2) Maintain records of Certification for employees.

Haz Mat Shipping 49 CFR 171 requires specific training material for the preparation and shipping of hazardous materials specifically Lithium ion batteries, airbags and seat belt pretensioners:

- Identify Hazardous Material
- Training, Shipper, Employee, Employer
- Preparing Haz Mat for Shipping
- Penalties for Non-compliance
- Testing for Certification



ARA University course available for this topic.

<http://www.arauniversity.org>

Safety Standards

Fork Lift Certification

Regulatory Standard

Documentation of appropriate Fork Lift Training for Employees.



Verify Document

Why is safety important where forklifts are concerned?

The Bureau of Labor statistics estimates that approximately 90,000 forklift accidents occur annually that result in employee injuries, lost time or death. The four most common forklift-related deaths involve forklift overturns, workers on foot being struck by forklifts, workers being crushed by a forklift and drivers falling from forklifts.

It is estimated that inadequate training causes 20-25% of the accidents.

The OSHA rule mandates that Fork Lift Operators are certified in safe operating procedures and gain a full understanding of how a forklift, fork truck or heavy duty front-end loader equipped with forks for lifting works. Fork Lift Operators are required to be certified in operation and awareness training at least every three (3) years.

WHAT TO DO:

- 1) Conduct certification training on forklift safety awareness for all employees who operate a fork lift. Certification must be renewed at least every three years.
- 2) Maintain records of Certification for employees.

Forklift Operator Training

According to 29 CFR 1910.178 powered industrial truck operators will receive training on the following topics:

- Authorized Operators
- Forklift Overview
- Differences between Forklifts and Autos
- Forklift Stability
- Pre-Inspection Procedures
- Operation Procedures
- Post Operations
- Maintenance
- Fueling/Recharging



ARA University course available for this topic.

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Safety Standards

Self-Serve Safety Reminders Posted

Safety Standard

Self Service facilities have posted safety reminders for customers.

Photo submission required



The Occupational Safety and Health Administration (OSHA) and state labor departments require safety posters to be displayed in businesses that are subject to OSHA reviews. Safety posters remind employees of precautions they need to take to remain safe in the workplace. In self-serve facilities safety posters can also remind technicians that are customers to conduct themselves in a safe manner too.



Prevention

- Safety posters, when seen regularly, implant subconscious messages to practice safety measures and avoid accidents.

Motivation

- Colorful, eye-catching posters can motivate automotive technicians, both customers and employees, to practice safety measures with inspiring messages.

Savings

- Safety posters can help to prevent costly injuries and insurance claims.

Disclosure

- Safety posters may protect employers from liability because technicians cannot say they were not warned of certain hazards.

Reminders

- Regular reminders of the safety procedures hanging on the wall will enhance technicians' awareness of the hazardous in the automotive industry.

Safety Standards

Electric Vehicles and Hybrid Electric Vehicle Safety Safety Standard

Facilities dismantling electric vehicles (EV) and hybrid electric vehicles (HEV) with system voltages in excess of 48 volts must have proper training and safety equipment available prior to processing vehicles.

The right tools are absolutely mandatory:

- Class 0/1000 Volt GLOVES
- CAT III 1000 Volt digital multi meter (DMM)
- Safety Glasses with side shields
- Linesman type high voltage rescue hook



WHAT TO DO:

- 1) Train automotive technicians on the proper safety procedures for handling electric vehicles and hybrid electric vehicles.
- 2) Stock the necessary safety equipment to manage electric vehicles and hybrid electric vehicles.



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E S T A B L I S H E D 1 9 4 3

Automotive Recyclers Association
9113 Church Street
Manassas, VA 20110 USA
Phone 571.208.0428 • Fax 571.208.0430
www.a-r-a.org
