



# Stay shop safe

Your maintenance and repair shop serves an essential function at your company, but it comes with its share of unique risks. You can protect your mechanics, technicians, and customers by reviewing your existing safety program and updating it with industry-standard practices.

## SAFETY RULES

Start by implementing some general safety rules. While we encourage you to customize your safety plan to suit the specifics of your operation, the following rules provide a good foundation:

- Correct safety hazards immediately after they're identified
- Report all injuries to management
- Enforce disciplinary action for safety rule violations
- Avoid dangerous or careless activities in work areas
- Practice good housekeeping
- Establish and enforce a no-smoking policy, and post no-smoking signs in appropriate locations
- Allow only trained, qualified employees to operate machinery and equipment
- Wear seatbelts while operating vehicles
- Remove vehicle keys and chock wheels until work is completed and all personnel and tools are clear
- Ensure hoists are safe and secure before working under or around them
- Observe all signs, warnings, and labels posted on containers and machinery
- Follow EPA guidelines for recycling and disposing of solvents, fluids, refrigerants, and waste
- Secure compressed gas cylinders in an upright position, with caps in place
- Store and dispose of flammables using approved safety containers
- Follow prescribed procedures for removing brake dust from brake drums, hardware, and calipers
- Ensure employees are familiar with fire extinguisher locations and proper use

## PERSONAL PROTECTIVE EQUIPMENT

It's up to you to provide personal protective equipment (PPE) for your shop employees, and require them to wear it. OSHA 29 CFR 1910 provides guidelines for PPE, including protection for:

- Eyes
- Face and head
- Hands
- Feet
- Hearing and respiratory systems

## SLIPS, TRIPS, AND FALLS

Injuries caused by slips, trips, and falls can be serious and often force employees to miss work for long periods. However, these workplace accidents are typically preventable—often involving little more than good housekeeping. For example, remind your employees to clean up spills, avoid wet or icy areas, and keep walking areas clear of obstacles like extension cords.

## ELECTRICAL EQUIPMENT

To help reduce the risk for your employees who routinely use electrical equipment, such as power tools, be sure to:

- Test all equipment to confirm its functionality
- Train employees to safely operate tools
- Remind employees to keep work areas free of clutter, including extra tools and materials



## GUARDING

Be sure to provide or install appropriate safeguards. Shops like yours typically contain a variety of equipment and structures that require guarding, including:

- Air compressors
- Bench grinders
- Hoist pits
- Bending machines
- Strut compressors
- Lathes and saws
- Elevated openings
- Stairs and stairwells

## CONTROLLING HAZARDOUS ENERGY

OSHA standard 1910.147 describes lockout/tagout procedures you'll need to implement to help prevent injuries caused by accidental releases of energy. Lockout/tagout procedures locate energy sources and remove or isolate them, allowing your employees to perform their work without exposure to hazardous energy or accidental start-ups.

## WELDING AND CUTTING

Welding and cutting can expose your mechanics and technicians to a range of hazards, including fire, electrical issues, and exposure to welding fumes and gases. To protect your employees, establish workplace controls and ensure all employees involved in welding and cutting operations receive specialized training on the equipment they use.

## MANUAL MATERIAL HANDLING

Many roles in service shops like yours require employees to handle parts, products, and equipment. By providing safeguards and encouraging your employees to follow safe work practices, you can help them avoid injuries involving these objects.

## SINGLE-PIECE AND MULTI-PIECE RIM WHEELS

Accidents involving single-piece and multi-piece rim wheels can be particularly dangerous, due to the sudden release of pressurized air contained in the wheel. Train your employees who service rim wheels to recognize these hazards and follow proper safety procedures.

## OSHA STANDARD 29 CFR 1910.177

This standard specifies requirements your employees need to follow while servicing multi-piece and single piece rim wheels on large vehicles, including:

- Training for all employees who service tires
- Use of industry-accepted procedures that minimize the potential for employee injury
- Use of equipment—such as clip-on chucks, retraining devices, and barriers—to retain wheel components in case of an incident during tire inflation
- Use of compatible components

Refer to this and other applicable OSHA standards to gather and apply specific guidelines and rules for each area of your service shop.

We want to help you keep your business safe, successful, and profitable. By following these shop safety guidelines, you can help reduce losses—and potentially your insurance costs.

**If you have any questions, visit [sentry.com](https://www.sentry.com) or reach out to your Sentry safety specialist. We look forward to continuing our conversations with you.**

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