

# HEALTH AND SAFETY FOR AUTO BODY COLLISION SHOPS

## Welcome!

This newsletter has been developed for auto body collision shops participating in the Collision Auto Repair Safety Study (CARSS). This issue covers Right-to-Know (RTK). Future issues will address other topics that will assist you in establishing an effective safety and health program.

## Is your shop in compliance with Right-to-Know?

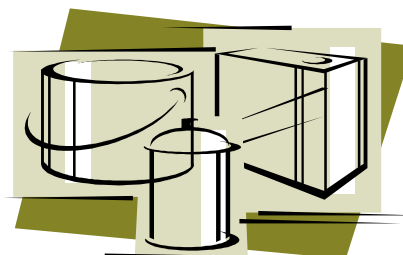
### What is Right-to-Know (RTK)?

Right-to-Know is a MN OSHA standard that is intended to ensure that employees are aware of the dangers associated with chemicals that they may be exposed to at work. All collision shops must comply with this standard. The purpose is to make sure that the chemicals used in shops are identified and the hazards and proper use procedures are communicated to employees on an ongoing basis.

#### **Examples of chemicals found in body shops:**

*base & top coats, primers, lacquer thinner, body fillers & hardeners, paint strippers, wheel brighteners, and products in spray cans.*

For a RTK template, go to the CARSS website ([www.repairsafety.com](http://www.repairsafety.com)) and click on the "Programs and Policies" link on the left side of the screen. CARSS also provides RTK on-line training at your request.



### Are you in compliance with the Right-to-Know standard?

Use the checklist below to help you find out. Your shop should have:

- A written RTK program (must have the name of your shop on it and assign responsibility to a designated person)
- Records of training completed in the past 12 months
- Labels on all containers
- A list of chemicals used in the shop
- Material safety data sheets (MSDS) for each chemical in your shop

### Right-to-Know training:

- Make sure the training is shop-specific and that employees have an opportunity to ask questions.
- Training can be delivered live or via electronic media.
- Anyone can be a trainer provided they have knowledge about the chemicals and processes in your shop. You can be the trainer!

*CARSS offers RTK on-line training in two modules: Isocyanates (module 1) and Solvents and Acids (module 2)*

**Right-to-Know training - continued:**Training frequency:

- Before a new employee starts to work in the shop
- When new chemicals or procedures related to chemicals are introduced in the shop
- Every 12 months

Training should cover:

- A summary of the RTK standard and information about your program.
- Specific information about the chemicals used in your shop and how employees can protect themselves.
- Location of and how to access and read MSDS

**Right-to-Know training records must contain:**

- Date of training
- Name of trainer (if applicable)
- Employee attendance
- Brief summary of information presented

*RTK training records must be retained for 3 years. You can print training records from the CARSS website if training was done on-line.*

**Material Safety Data Sheets (MSDS) – what are they?**

MSDS provide the user important information about the properties of the chemical, including: health & safety hazards, ingredients, personal protective equipment recommendations, and handling & use precautions.

**Material Safety Data Sheets (MSDS) – what are your responsibilities:**

- Must be available for each chemical used in your shop
- Must be accessible to all your employees (if you provide on-line or CD access, post instructions by the computers that may be used for this task)
- Should be current (typically no more than 5 years old)

**MSDS – how to obtain them:**

- Create a list of chemicals used in your shop and update it periodically
- Organize the list by manufacturer
- Determine the most convenient way to obtain the MSDS.
  - Most manufacturers post them on-line.
  - Paint suppliers can often supply MSDS on a CD
  - Contact the manufacturer directly

**Do you need help complying with Right-to-Know? We can assist you!**

If you have any questions about Right-to-Know (or other safety issues), please contact:

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