

# 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). In this issue you will find information to help you prepare for an OSHA inspection. Future issues will address topics that will assist you in establishing an effective safety and health program.

## Are You Ready for an OSHA Inspection?

### In the past 5 years MN OSHA ...

- Conducted 23 inspections in collision shops (7 planned and 16 in response to employee complaints).
- Citations were issued for 76 violations, with an average penalty of \$1816.
- The fines ranged from \$300 to \$10,125.
- The most frequently cited standards were:
  - Right-to-Know
  - Respiratory protection
  - Electrical wiring
  - Personal protective equipment (PPE)



**Did you know that** MN OSHA offers free consultation assistance? They can help you avoid citations and fines and keep your employees safe. To learn more go to [www.dli.mn.gov/WSC/assistance.asp](http://www.dli.mn.gov/WSC/assistance.asp) or call 651-284-5060.

### What happens during an OSHA Inspection?

1. *Opening Conference.* This will include a presentation of credentials and disclosure of why the inspection is taking place (e.g. employee complaint or random inspection)
2. *Records Review.* OSHA logs, written programs, MSDS, training & safety meeting records should be readily available and up-to-date.
3. *Inspection.* The inspector will walk through your shop observing work conditions and employees. The inspector will take notes, may point out hazards and might take photos. The inspector may measure the noise levels in the shop. If there are additional concerns, the inspector may decide to return and perform more monitoring.
4. *Interviews.* The OSHA inspector will talk to employees. The employer may not be present during these interviews.
5. *Closing Conference.* During this meeting the inspector will discuss some of the findings.
6. *Citations and penalties.* If any violations are found, a citation will be sent by registered mail and will include penalties, abatement dates and instructions.

## What will OSHA look at during an inspection?

The inspector is likely to look at the following items.

*NOTE: this list is not all-inclusive.*

- Written Programs:**
  - Right-to-Know\*
  - Respiratory Protection
- Records, Posters, and signs:**
  - Safety training records and safety meeting documents
  - Respirator medical evaluation and fit test results
  - Personal protective equipment assessment
  - Material safety data sheets (MSDS)
  - OSHA posters
  - OSHA 300 Logs (for shops with 11 or more employees)
  - Signs (examples): Exit, No Smoking, and Flammable – Keep Fire Away
- Items/Conditions:**
  - Fire extinguishers, exits & electrical panels
  - Ventilation and explosion-proof wiring in the paint booth and mixing room
  - Storage of flammable materials
  - Condition and use of electrical cords
  - Provision and use of appropriate gloves, hearing protection, safety glasses and respirators
  - Machine guarding on the hydraulic press, bench grinders & drills, saws, etc.
  - Proper control of compressed air used for cleaning (air pressure < 30 psi & use of eye protection)
  - Spraying outside the paint booth
  - Presence and condition of first aid kit, garage doors, compressed gas cylinders, frame rack chains & slings, etc.

\*Refer to CARSS Newsletter Issue #1 for details.



## Make your OSHA inspection go more smoothly:

- Be prepared.** Make sure all your paperwork (safety training records, written programs, MSDS, etc.) is in order and easily accessible. More than one person should know where everything is.
- Be cooperative.** Listen to what the OSHA inspector says; clarify information as needed. Treat the inspector's observations seriously.
- Be proactive.** Take notes during the inspection. Correct problems immediately, if you can, in the presence of the inspector.

*Correcting items identified in your CARSS Shop Report is a good start for preparing for an OSHA inspection.*

*For additional safety information, sample policies, and check lists specific to collision shops, go to the CARSS website ([www.repairsafety.com](http://www.repairsafety.com)). Click on the appropriate link on the left side of the screen. CARSS also provides on-line training at your request.*

## Do you need help complying with and understanding OSHA standards?

If you have any questions about OSHA (or other safety issues), please contact:

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