

## **VEHICLE AND MACHINE REPAIR**

### **A. Responsibility**

Supervisors shall be responsible for the safe work practices of their employees.

Employees shall be responsible for carrying out their personal responsibilities as outlined in the Safety Manual.

Personnel should not wear rings or wrist watches during the performance of their job duties to prevent possible injuries.

Sturdy footwear should be worn at all times to protect the feet from abrasions and puncture. Protective shoes are required as directed by the supervisor to prevent injuries.

### **B. Tools**

Employees shall be responsible for the inspection and proper use of tools and equipment.

No one shall use tools and equipment for other than its intended purpose. Tools that require repair should be tagged and returned to the tool crib or be reported to the supervisor immediately.

### **C. Lifting**

Even with mechanical lifting aids, certain things are encountered that have to be lifted manually. In order to avoid back strain, lifting must be done properly.

### **D. Hydraulic Jacks, Mechanical Jack Stands**

When working on vehicles or equipment raised by hydraulic floor jacks, mechanical jack stands shall be placed under the vehicle or equipment, with the weight of the vehicle or equipment resting upon the jack stands to prevent dropping or falling in the event of hydraulic jack malfunction.

### **E. Transmission Jacks**

All safety chains and/or safety holding devices shall be used when a load is supported upon transmission jacks.

### **F. Vehicle Hoists/Fork Lift, etc.**

Control handle locking devices shall be kept in operable condition and must be used at all times.

Plates, covers and lids will be in place at all times and will cover all openings for operating controls and hoist post pits, except:

When plates, covers, or lids are removed for servicing, cleaning, etc., barricading shall be erected around the openings.

Vehicles, Booms, or Forks will be in the lowered position when left unattended for extended periods of time, except when lowering would create a greater hazard, at which time:

Any load left in the raised position, unattended for an extended period of time, will be adequately blocked, fixed, etc., to prevent dropping, falling, or moving in the event of equipment malfunction.

### **G. Portable Cranes and Chain Hoists**

Chain hoists, portable cranes, and other hoisting equipment shall be inspected at regular intervals and shall not be used if not found to be free of defects. All hoisting equipment shall be labeled as to capacity.

Any hoisting equipment found defective shall immediately be tagged as unsafe and shall not be used until repaired or replaced.

Chains shall not be spliced or joined by makeshift means such as open links, bolts or wire. New links shall be inserted by a competent person or by an outside agency. "Cold Shots" or correctly sized shackles may be used to form a temporary repair.

The ratings of hooks, rings, clevises and other fittings used on chains, cables or lifting devices shall be equal to or exceed the lifting capacity of the chain, cable, or lifting device.

Particular care must be exercised to see that cables, chains, and other hoisting equipment are not unduly stressed by improper use. All cables, chains, slings, etc., shall be discarded when they have worn or deteriorated to the point where their safe use may be questionable in the judgment of a supervisor in charge.

Portable floor cranes shall not be loaded beyond their rated capacity or to the point of being unstable.

### **H. Housekeeping**

**Equipment Repair Area** - All equipment repair areas shall be maintained in a safe, orderly condition, with adequate ventilation, and fire protection facilities.

Floors shall be kept clean and free of oil, grease, and other slipping and tripping hazards.

Discarded oily waste rags shall be kept in approved metal waste cans until disposed. The use of wood or cardboard boxes could lead to spontaneous combustion.

Waste cans shall never be overfilled, preventing the lid from closing.

Gasoline or carbon tetrachloride shall never be used for cleaning or degreasing purposes; only approved solvents shall be used.

Ventilating systems shall be kept in safe operating condition to prevent monoxide poisoning.

Walkways, aisles, stairways, and other passageways shall be kept clear of all obstructions.

Tools and materials shall not be placed where they could cause tripping or stumbling hazards or where they may fall and strike anyone below.

Gas bottles such as those used for the storage of oxygen, acetylene, or similar products shall be chained in an upright position.