

## Example 4: Motor vehicle repair

Enterprise: P & Q Garage		Section/unit: Motor vehicle repair (mechanical repairs only)		Date: 6/3/2013		
STEP 1	STEP 2	STEP 3		STEP 4		
What are the hazards?	Who may be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done
Hazardous substances contact with used engine oil.	Workers, as a result of skin contact over a long period could suffer from severe dermatitis and skin cancer.	<ul style="list-style-type: none"> <li>■ Nitrile gloves supplied and used.</li> <li>■ Garage overalls supplied and used.</li> <li>■ Regular cleaning of overalls.</li> </ul>	<ul style="list-style-type: none"> <li>■ Supervisor to start keeping a check that gloves are being used.</li> <li>■ Risks from dermatitis and skin cancer to be explained to workers.</li> </ul>	JB	14/3/13	12/3/13
Toxic exhaust fumes from running car engines e.g. Carbon monoxide.	The fumes may cause workers eye irritation and breathing difficulties.	<ul style="list-style-type: none"> <li>■ Ensuring engines are only running in well ventilated areas.</li> </ul>	<ul style="list-style-type: none"> <li>■ Manager to identify the possibilities of using an extractor system to fit to engine when running.</li> </ul>	SP	6/9/13	
Battery charging	Workers could suffer burns from contact with battery acid whilst charging, particularly if battery is overcharged and explodes.	<ul style="list-style-type: none"> <li>■ Proprietary charger, installed by electrician, is used in accordance with instructions.</li> <li>■ Acid-resistant gloves and goggles supplied and used.</li> </ul>	<ul style="list-style-type: none"> <li>■ None</li> </ul>			
Electrical equipment Fixed equipment: range of portable appliances, e.g. hand lamps.	All workers could suffer potentially fatal shocks or burns if they use faulty electrical equipment – portable equipment is particularly liable to damage. Faulty equipment could also start a fire.	<ul style="list-style-type: none"> <li>■ Hand lamps etc. are low voltage (24 volts).</li> <li>■ A few 240 volt tools are used, all have industrial plugs and leads.</li> <li>■ Annual inspection on all portable 240 volt tools and users trained to carry out visual checks and report defects.</li> <li>■ Installed equipment receives regular maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>■ Manager to assess suitability of replacing 240 volt tools with air-powered or 110 volt alternatives.</li> </ul>	SP	26/6/13	
Manual handling	All workers (particularly those in stores) could suffer from back pain if regularly lifting/carrying heavy or awkward objects.	<ul style="list-style-type: none"> <li>■ Forklift truck used to move material into store and take components to work shop.</li> <li>■ Other manual handling aids used e.g. sack trollies and wheelbarrows.</li> </ul>	<ul style="list-style-type: none"> <li>■ Manager to arrange manual handling training for the workers in the store.</li> </ul>	SP	10/5/13	
Slips and trips	Injuries such as fractures may be incurred by workers/visitors if they fall from ladders, the top of vehicles, or raised storage areas.	<ul style="list-style-type: none"> <li>■ Good housekeeping standards maintained through training and monitoring.</li> <li>■ Floors degreased weekly.</li> <li>■ Absorbent granules and sawdust put on spills as soon as possible.</li> <li>■ Entrances and exits maintained.</li> </ul>	<ul style="list-style-type: none"> <li>■ Walkways and storage areas designated by yellow lines.</li> <li>■ Weekly housekeeping check to be started.</li> </ul>	JB JB	12/4/13 10/3/13	10/4/13 17/3/13

## Example 4: Motor vehicle repair continued

STEP 1	STEP 2	STEP 3		STEP 4		
What are the hazards?	Who may be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done
Operation of lift truck	Injuries such as fractures can be caused by: <ul style="list-style-type: none"> <li>■ driver crashing lift truck;</li> <li>■ workers and visitors being hit by lift truck;</li> <li>■ workers falling from lift truck;</li> <li>■ objects falling from lift truck onto workers and visitors; and</li> <li>■ the lift truck toppling over.</li> </ul>	<ul style="list-style-type: none"> <li>■ All operators trained and competent for use of the lift truck.</li> <li>■ Truck serviced regularly and examined for defects every six months.</li> <li>■ Flooring maintained to reasonable standard.</li> </ul>	<ul style="list-style-type: none"> <li>■ Supervisor to assess suitability of pedestrian operated lift trucks.</li> <li>■ Refresher training for operators to be arranged every 3 years.</li> </ul>	JB SP	1/6/13 25/7/13	
Vehicle movements	Injuries such as fractures can occur if vehicles hit workers or visitors.	<ul style="list-style-type: none"> <li>■ Safe parking provided for customers without need for reversing.</li> <li>■ Marked walkways for pedestrians.</li> <li>■ Vehicles driven slowly in/out and around premises.</li> </ul>	<ul style="list-style-type: none"> <li>■ Supervisor to monitor speed of cars in/out and around premises.</li> </ul>	JB	29/3/13	31/3/13
Fire General	Building could be burnt down, workers and visitors could be trapped in burning building. Workers could suffer severe or fatal burns if petrol gets on them and is ignited.	<ul style="list-style-type: none"> <li>■ Smoking prohibited in all areas.</li> <li>■ Fire alarms maintained and tested by manufacturer.</li> <li>■ Extinguishers provided and inspected under contract.</li> <li>■ Special fire exits not needed as all work areas have immediate access to outside.</li> </ul>	<ul style="list-style-type: none"> <li>■ Manager to arrange some training on use of extinguishers for all workers.</li> <li>■ Annual fire drill to be carried out.</li> </ul>	SP RB	1/5/13 11/9/13	
Petrol fires		<ul style="list-style-type: none"> <li>■ Fuel retriever used to empty vehicle fuel tanks outside.</li> <li>■ Spillages cleared immediately.</li> <li>■ Component cleaning in recirculating paraffin system, not petrol.</li> </ul>	<ul style="list-style-type: none"> <li>■ Further brief workers on safe working with petrol.</li> </ul>	SP	20/3/13	
<b>STEP 5</b> Review date 8/1/2014						
Assessment completed by: SP Garage manager						