

## M6-EN.10 RISK ASSESSMENT FORMS

Hazard		Who (type of worker)	Harm	Required Safety Measures
Source	Hazard description			
<b>Electricity</b>				
Electrical circuits	Contact with live parts	Worker using electrical equipment	<ul style="list-style-type: none"> <li>• Electric shock</li> <li>• Burns</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate electrical equipment with circuit protection</li> <li>• Regular maintenance of the electrical equipment</li> <li>• Use of air tools, when possible</li> <li>• Use of low voltage equipment</li> <li>• Installation of a residual current device for each electrical socket</li> <li>• Replace cracked or worn extension cords</li> <li>• While disconnecting pull the plug and not the cord</li> <li>• For outdoors applications use only appropriate extension cords</li> </ul>
	Overloading of circuits	Employees	<ul style="list-style-type: none"> <li>• Reduced performance of equipment</li> <li>• Overheating of electrical equipment – Possible fire</li> <li>• Explosion when near to explosive materials</li> <li>• Injuries and burns</li> </ul>	<ul style="list-style-type: none"> <li>• Do not create an “octopus” on a single wall outlet</li> <li>• Do not use looped or coiled cords</li> <li>• Select appropriate size of the cord to satisfy the needs of the tool or appliance</li> </ul>
Ignition sources	Ignition leading to fire or explosion	During welding, in inspection pits, employee working around spills of flammable liquids	<ul style="list-style-type: none"> <li>• Injuries from burns</li> </ul>	<ul style="list-style-type: none"> <li>• Use of explosion protected electrical equipment</li> <li>• Placement of fixed electrical installations at least 1m above the ground</li> </ul>

Extension cords	Trips and falls	Employees and visitors	Injuries from the trips and falls due to cords	<ul style="list-style-type: none"> <li>Do not leave extension cords to hung from counters</li> <li>Do not place extension cords along walkways and corridors</li> </ul>
	Overloading of extension causes overheating	Employees	Overloading leads to overheating, possible fire cause	
<b>Lifting Equipment</b>				
	Malfunction of the lifting equipment	Operators of lifting equipment	<ul style="list-style-type: none"> <li>Injuries due to detached load</li> <li>Death</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspection of equipment by competent personnel</li> </ul>
	Overloading	Operators	<ul style="list-style-type: none"> <li>Injuries due to detached load</li> <li>Death</li> </ul>	<ul style="list-style-type: none"> <li>Respect and follow the manufacturer's recommendations concerning the lifting capacities of the equipment</li> </ul>
	Collapse of hoists, jacks	Worker under or near the car being repaired	Injuries sometimes fatal	<ul style="list-style-type: none"> <li>Two hand operation machines</li> <li>Toe protection</li> <li>Automatic locking at different positions</li> <li>Use in level and undamaged floor</li> <li>Use equipment in good condition</li> <li>Use the correct jacking points</li> <li>Nobody must get underneath a vehicle supported only by a trolley jack or jacks</li> </ul>
<b>Inspection Pits</b>				
Unsecured inspection pits	Falls into the pits	Workers or visitors unaware of the pits	Injuries such as broken legs, hands, etc	<ul style="list-style-type: none"> <li>Pits must be covered when not in use</li> <li>Place temporary barriers</li> </ul>
	Falls of tools left at the edge of an inspection pit	Workers inside a pit	Head injuries	<ul style="list-style-type: none"> <li>Never leave tools near pit' edges</li> </ul>
Flammable vapours	Explosions due to concentration of	Workers inside or near the pit	Burns, injuries sometimes fatal	<ul style="list-style-type: none"> <li>Pits must have two clear access/exit routes</li> <li>Use only explosion protected electrical</li> </ul>

	flammable vapours from petrol, paints and solvents			equipment or air powered portable tools when working into pits
<b>Testing of Vehicles</b>				
<b>Movement of vehicles</b> during testing, on the site or inside the workshop	Accidents due to incompetent driver	People inside or near the car; Visitors	Injuries from accidents (broken bones, etc)	<ul style="list-style-type: none"> <li>• Forbid unauthorised personnel or customers to move around the repair workshop</li> <li>• Mark clearly the routes in and around the workshop</li> <li>• Non-competent persons must never test a vehicle.</li> <li>• Supervise vehicle movement near blind corners and when reversing</li> </ul>
<b>Rolling Roads and Brake Testing Equipment</b>	Accidents due to damaged equipment or when adjustments are being made while in operation	Operator of the testing equipment	Injuries	<ul style="list-style-type: none"> <li>• Never perform testing or adjustments to a vehicle while the rolling road is moving</li> <li>• The rolling road must be equipped with a “dead man’s” control system</li> <li>• No unauthorised personnel should have access to the area of testing</li> </ul>
<b>Wheel Alignment and Balancing</b>	Contact with rotating wheels during balancing	Employees working with wheels	Rotating wheels can cause friction burns or other injuries	<ul style="list-style-type: none"> <li>• Vehicles must be supported and raised safely</li> </ul>
	Injuries during the lifting of tyres	Employees working with wheels	Back injuries	<ul style="list-style-type: none"> <li>• Apply good lifting techniques</li> </ul>
	Inflation of tyres	Employees working with wheels	Air blasts due to over-inflation of the tyres, causing injuries	<ul style="list-style-type: none"> <li>• Fully deflate the tyres</li> <li>• Inflated the tyres to the correct pressure</li> <li>• Use proper pressure gauge</li> </ul>
<b>Compressed air equipment</b>	Injection of compressed air or material at very high pressures	Operators	Injuries (even fatal) from the injection of the compressed air to the skin or body orifice	<ul style="list-style-type: none"> <li>• Regular examination of the equipment by a competent technician</li> <li>• Direct compressed air guns away from the face</li> <li>• Always wear goggles</li> <li>• Ask for medical advice in cases of accidental compressed air penetration</li> </ul>

				<ul style="list-style-type: none"> <li>• Train the compressed air equipment's operators</li> </ul>
<b>Regular Service Work</b>				
<b>Fuel Work (Spillage of petrol)</b>	<ul style="list-style-type: none"> <li>• Spillage of petrol due to: removal from fuel tanks; checking of the fuel systems; drainage in unsuitable containers; damaged fuel lines</li> <li>• Evaporation of spilled petrol, and creation of a heavier-than-air vapour.</li> </ul>	Vehicle mechanic	Ignition of flammable vapours leading to explosion and fire, having as a result burns, sometimes fatal	<ul style="list-style-type: none"> <li>• Fuel removal has to be carried out only by trained personnel</li> <li>• Remove fuel in a well-ventilated area, away from ignition sources</li> <li>• Use a fuel retriever system</li> <li>• If a hand-operated siphon or an independent manual pump is being used for fuel removal then the transfer pipe-work must be securely positioned at both ends and the vehicle chassis and the container must be grounded by the use of earthing straps</li> <li>• Petrol must always be drained into a stable, metal container large enough to hold the content of the fuel tank</li> <li>• The container must have a top securely closed all the time</li> <li>• Keep petrol containers away from pathways and held then within a stable framework</li> <li>• Store drained petrol in a designated lockable, well-ventilated area, unless it is to be returned to the vehicle immediately</li> <li>• Never add drained petrol to the waste-oil tank and vice versa.</li> <li>• Treat any contaminated petrol or petrol/diesel mixtures as waste</li> <li>• Never remove petrol from a vehicle while it is over an inspection pit</li> <li>• Hot work (e.g. welding) must never take place close to a fuel line of the vehicle</li> </ul>

				<ul style="list-style-type: none"> <li>Always disconnect vehicle's battery during fuel removal</li> </ul>
<b>Change of engine's oil</b>	Used engine oils include a variety of toxins, such as heavy metals, naphthalene, chlorinated hydrocarbons, etc.	Workers dealing with used engine oils	Dermatitis and other skin disorders, including skin cancer; breathing health problems due to vapours	<ul style="list-style-type: none"> <li>Dispose all waste oils in lidded metal containers</li> <li>Keep waste oil containers always closed</li> <li>The oil storage containers must be leak-free and have labels with the words "used oil".</li> <li>Apply a system (e.g. colour designation) to avoid confusion between the containers for the engine oils and those for the petrol.</li> <li>Always wear clean overalls and gloves</li> </ul>
	Engine oils are flammable and can cause fire	Workers dealing with used engine oils	Burns caused by the fire	<ul style="list-style-type: none"> <li>Never keep containers with engine oil in the workplace or near it</li> <li>Storage room for the engine oils must be well ventilated, and be equipped with sprinklers above the containers in case of fire</li> <li>Establish an engine oil distribution system, if possible</li> </ul>
	Spillage of oil on floors	Workers dealing with engine oils and visitors	Injuries due to slips	<ul style="list-style-type: none"> <li>Use a drip table or screen table to collect oil dripping off parts, while changing oil</li> </ul>
<b>Running engine (emission of exhaust's fumes)</b>	Inhalation of the exhaust fumes from diesel or petrol fuelled engines, which are toxic, and deposition of the very small particles of the fumes on the lungs	Mechanics in a vehicle repair workshop	<ul style="list-style-type: none"> <li>The particles contained in the fumes can also cause cancer.</li> <li>Short-term health effects, can be irritation of eyes and nose or of the respiratory track, light-headedness, weakness and numbness</li> <li>Long-term effects, can be chronic respiratory symptoms (e.g. persistent cough and mucous), chestiness and</li> </ul>	<ul style="list-style-type: none"> <li>Install an appropriate ventilation system (general or local)</li> <li>Never keep a vehicle's engine running inside a workshop more that is needed to get the vehicle in and out the workshop</li> <li>Use a fume extraction system directly coupled to the vehicle's exhaust, when the engine is kept running, to lead the fumes outside the workshop</li> <li>Be cautious the fumes being ventilated to the open air (outside the workshop), not to be drawn back in the workshop or affect other premises or people nearby</li> </ul>

			breathlessness bronchitis, and reduced lung capacity than unexposed workers	<ul style="list-style-type: none"><li>• Keep the flexible pipes and the connecting hoses of the exhaust system in good condition to prevent leaks</li><li>• Report immediately any faults in the fumes-extraction system, in order to be repaired</li><li>• The employees must be informed on the risks of exposure to exhaust fumes, and be trained on the correct use of the installed fumes-extraction system</li></ul>
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<b>Batteries charging</b>	<ul style="list-style-type: none"> <li>• <b>Hydrogen</b> being emitted during and after charging</li> <li>• <b>Sparks</b> generated while connecting or disconnecting batteries or charger connections to battery terminals</li> </ul>	Mechanics charging or repairing batteries	<ul style="list-style-type: none"> <li>• Explosion if the created sparks ignite the emitted hydrogen</li> <li>• Injuries and burns from the acidic electrolyte being sprayed when a battery is exploded</li> </ul>	<ul style="list-style-type: none"> <li>• Charge a battery only in an approved, ventilated battery-charging areas</li> <li>• Restrict smoking</li> <li>• Keep away any source of ignition from the battery recharging area</li> <li>• Wear protective eyewear</li> <li>• Install a safety shower and an eyewash station</li> <li>• Check the electrolyte level before recharging.</li> <li>• Never charge batteries at rates greater than those recommended by the manufacturer</li> <li>• Follow the recommendations of the charger's manufacturer for attaching and removing cables and for operating the equipment properly.</li> <li>• Unplug or turn off the battery charger before connecting or disconnecting the clamp connections</li> <li>• Be cautious of the battery's polarity</li> <li>• Keep the crocodile clamps clean, free from corrosion and insulated</li> <li>• Clean the battery terminals before fixing the charging clamps</li> <li>• Never use battery discharge testers immediately after charging</li> <li>• Turn off the charger temporarily, if the battery becomes hot or if the electrolyte spits out from the vent</li> <li>• If the battery has sealed vents, it must not be recharged with a current greater than 25 amps</li> </ul>
	Rapid heating during contact of a metal with the battery terminals	Mechanics dealing with batteries	Flash injuries and burns	<ul style="list-style-type: none"> <li>• Never wear jewellery when working with batteries to avoid burns and flash injuries</li> </ul>

<b>Brake and Clutch Linings (Asbestos)</b>	Inhalation of <b>asbestos fibres</b> being released while working with those parts that do contain asbestos.	Mechanics working on brakes and clutch linings	Inhalation of asbestos fibres may cause asbestos-related cancer, or asbestosis	<ul style="list-style-type: none"> <li>• Use properly designed drums cleaning equipment, which prevent dust escaping or use clean wet rags to clean out drums or housings</li> <li>• Dispose used rags in a plastic waste bag while still wet</li> <li>• Use special vacuum cleaner to remove dust, or wet dust thoroughly and scrape it up if there's no vacuum</li> <li>• Never blow dust out of brake drums or clutch housings with an air line</li> <li>• Never grind or drill linings unless the machine has exhaust ventilation or there is a ventilated booth to do the work in</li> <li>• Never use brushes to sweep up dust</li> <li>• Always wear overalls</li> <li>• Never take the overalls home, they should be cleaned by the employer</li> </ul>
<b>Body Repair Workshop</b>				
<b>Welding and flame cutting</b>	<ul style="list-style-type: none"> <li>• Generation of harmful <b>fumes</b> and gases during welding due to primer and paint layers, other surface coatings such as under seal, and to lead in car bodies</li> <li>• Emission of metal cutting fumes</li> </ul>	Mechanics dealing with welding and cutting	Risk of serious respiratory (such as dryness of the throat, tickling, coughing, tightness of the chest and difficulty in breathing), neurological and reproductive effects due to the fumes.	<ul style="list-style-type: none"> <li>• Install local exhaust ventilation in the area where welding and cutting work take place (e.g. use a mobile extraction unit with flexible exhaust hood)</li> <li>• Ensure that ventilation is never blocked up to prevent draughts</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Electrical hazards</b></li> <li>• Passing of the welding current passing through lifting chains, crane cables, or other alternate circuits</li> </ul>	Mechanics dealing with welding and cutting	<ul style="list-style-type: none"> <li>• Electrical shock or fire</li> <li>• Injuries and burns</li> <li>• Overheating of lifting chains or cables</li> </ul>	<ul style="list-style-type: none"> <li>• Always connect the work cable as close to the welding area as practical</li> <li>• Never connect the work cables to the building framework</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Ignition</b> of flammable material on or near cars due to sparks or drips of molten metal</li> <li>• Direct contact with the generated <b>heat</b></li> </ul>	Mechanics dealing with welding and cutting	<ul style="list-style-type: none"> <li>• Injuries and burns from fire</li> <li>• Release of toxic substances</li> <li>• Burns from the generated heat</li> </ul>	<ul style="list-style-type: none"> <li>• Move all fire hazards and combustibles at least 3 m away from areas or objects to be welded</li> <li>• Prohibit welding in areas where flammable materials (such as paints) are used, or heavy dust is present</li> <li>• Always keep fire extinguishing equipment in good condition in the welding or cutting place</li> <li>• Clean thoroughly fuel tanks to be weld or cut</li> <li>• Be cautious of the generated heat</li> </ul>
	<ul style="list-style-type: none"> <li>• Electromagnetic <b>radiation</b></li> </ul>	Mechanics dealing with welding and cutting	<ul style="list-style-type: none"> <li>• Burns and injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Always wear suitable face, neck and ear protection to prevent direct radiant energy from the arc</li> <li>• Use suitable eye protection (e.g. face shields, goggles)</li> </ul>
	<ul style="list-style-type: none"> <li>• Use of acetylene and oxygen cylinders for the generation of the cutting flame</li> <li>• Explosion of <b>flammable gas</b> cylinders</li> </ul>	Mechanics dealing with welding and cutting	<ul style="list-style-type: none"> <li>• Explosion</li> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Store full and empty cylinders in a safe, well-ventilated place (e.g. outside the workshop)</li> <li>• Never keep cylinders in low-lying places (e.g. basements, next to drains, below ground level), since heavy gases do not disperse</li> <li>• Turn off cylinder's valve at the end of the day</li> <li>• Minimize welding flame "flash-back" into hoses or cylinders</li> <li>• Change cylinders away from ignition sources</li> <li>• Never use flame to test for leaks, use only soapy water solutions</li> </ul>

<b>Body filling and preparation</b>	<ul style="list-style-type: none"> <li>Emission of toxic fumes</li> <li>Generation of fine dust due to sanding</li> <li>Emission of isocyanates (for safety precautions refer to the information under “isocyanates” in this tool)</li> </ul>	Workers in the body repair workshop	<ul style="list-style-type: none"> <li>Inhalation of fine dust</li> <li>The catalyst being used is corrosive irritant that may cause dermatitis</li> </ul>	<ul style="list-style-type: none"> <li>Keep body filling and preparation area away from other works</li> <li>Perform body filling only in a ventilated booth</li> <li>Prefer using coarse hand files</li> <li>Use powered sanding machines only for the final finish</li> <li>Use tools being equipped with built-in extraction or local ventilation</li> <li>Use appropriate PPEs (overall, gloves, masks)</li> <li>Never smoke, eat or drink when working with lead</li> </ul>
<b>Work on bumpers – Bonding of windscreens (Isocyanates)</b>	<ul style="list-style-type: none"> <li>Exposure to isocyanates</li> </ul>	Workers in the body repair workshop	<ul style="list-style-type: none"> <li>Harm of the respiratory system</li> <li>Result in asthma</li> <li>Cause dermatitis</li> </ul>	<ul style="list-style-type: none"> <li>Use non-isocyanates containing glue for windscreens if possible</li> <li>Handle isocyanates in a separate area with negative pressure</li> <li>Use local exhaust to reduce the spread of smoke</li> <li>Use gloves, goggles and protective clothing</li> <li>Scrap away any paint, adhesive, plastic etc that may contain isocyanates before heating</li> <li>Never saw through a bumper containing PUR damping material</li> <li>Never use hot air gun with PUR plastic material</li> <li>Prefer scrapping or cutting over heating when working with PUR material</li> <li>Use tools that produce as little heat as possible</li> </ul>
<b>Sanding dusts</b>	Production of airborne dusts during sanding that may contain hazardous substances, such as lead and chromium	Operator of sanding discs	Harm to the lungs and the nervous system of workers due to inhalation of airborne dusts	<ul style="list-style-type: none"> <li>Prefer using sanding tools with built-in extraction or have local exhaust ventilation</li> <li>Rotary/orbital and straight line/reciprocating sanders, equipped with high velocity, low volume (HVLV) local exhaust ventilation as part of the tool's design are recommended.</li> </ul>

<b>Noise</b>	<ul style="list-style-type: none"> <li>• Use of pneumatic tools</li> <li>• Use of air grinders, orbital sanders, air saws</li> <li>• Work with metal sheets</li> </ul>	Workers in the body repair workshop	<ul style="list-style-type: none"> <li>• Health problems</li> <li>• Loss of hearing</li> <li>• Stress</li> <li>• Increase pulse rate, blood pressure, breathing rate</li> </ul>	<ul style="list-style-type: none"> <li>• Choose as quiet machines as possible</li> <li>• Isolate bodywork in separate rooms</li> <li>• Reduce the duration of exposure by job rotation</li> <li>• Identify the noisy areas</li> <li>• Impose the use of ear protection PPEs</li> </ul>
<b>Painting</b>				
<b>Storage and Mixing of Paints</b>	<ul style="list-style-type: none"> <li>• Evaporation of solvents and paints</li> <li>• Creation of explosive atmosphere</li> </ul>	Workers handling paints for storage and mixing	<ul style="list-style-type: none"> <li>• Injuries from inhalation of organic vapours</li> <li>• Injuries from possible explosion and fire</li> <li>• Injuries from burns due to fire</li> </ul>	<ul style="list-style-type: none"> <li>• Place paint-storage and paint-mixing units in fire-resistant, well-ventilated rooms, and separated from the workshop</li> <li>• Equip the storage room with fire fighting system</li> <li>• Install explosion-protected lighting in the paint-storage and the paint-mixing units</li> <li>• Keep paints and solvents in their original labelled containers well closed</li> <li>• Store containers in a planned and orderly manner</li> <li>• Never use plastic containers not designed to hold paints or solvents</li> <li>• Use an absorbent material (rugs) in case of paint spillage</li> <li>• Keep waste rugs and material being contaminated with paint or solvent in a metal bin, with its lid always on</li> <li>• Perform mixing only under an appropriately designed hood that would lead the vapours away from the workplace</li> <li>• Forbid smoking where paints are stored or mixed</li> </ul>
<b>Use of</b>	<ul style="list-style-type: none"> <li>• Evaporation of</li> </ul>		<ul style="list-style-type: none"> <li>• Skin irritation and irritation</li> </ul>	<ul style="list-style-type: none"> <li>• When solvents are used for the cleaning of parts, then the washing baths have to be</li> </ul>

<b>Solvents</b>	solvents <ul style="list-style-type: none"> <li>• Creation of explosive atmosphere</li> </ul>		of internal organs <ul style="list-style-type: none"> <li>• Health problems from inhalation of organic vapours</li> <li>• Dizziness, headaches, reduced comprehension, tiredness</li> <li>• Explosion and fire</li> </ul>	equipped with a hood for the extraction of the release vapours <ul style="list-style-type: none"> <li>• Be cautious of the empty containers of solvents and/or dissolved paints, since they are often full of vapours</li> <li>• Reduce the amount of solvents being used</li> <li>• Use water diluted-paints</li> <li>• Keep thinners away from ignition sources</li> </ul>
<b>Paint spraying</b>	<ul style="list-style-type: none"> <li>• Rise of <b>fine aerosol mists and droplets</b> of toxic liquids due to paints and solvents vapours</li> <li>• Exposure to isocyanates (for safety precautions refer to the information under “isocyanates” in this tool)</li> </ul>	Painters	<ul style="list-style-type: none"> <li>• Inhalation of vapours leading to breathing problems</li> <li>• Absorption from the skin of paint</li> </ul>	<ul style="list-style-type: none"> <li>• Spray only in booths or enclosures with adequate ventilation</li> <li>• Check and maintain the spraying booths regularly.</li> <li>• Install a downdraught ventilation system in the spray booth or area.</li> <li>• Spray painter must wear proper breathing mask with filter appropriate for organic vapours, rubber gloves; water proof overall, earmuffs and head cover</li> <li>• Train the painter for the proper use of respirator</li> <li>• Stand upstream of the sprayed area</li> <li>• Never spray above your head in a down-draught booth</li> <li>• Use suitable platform when spraying a high-sided vehicle in a down-draught booth</li> <li>• If more than one sprayer is working on the same vehicle simultaneously, they must work in the same direction, in order to avoid spraying against one another</li> </ul>

	Rise of <b>high vapour concentrations</b> that may lead to an explosive atmosphere	Painters	Injuries and burns due to explosion or fire	<ul style="list-style-type: none"> <li>• Illuminate spraying booths or controlled spray areas with explosion-proof lighting.</li> <li>• Never use portable lights in the spray area</li> <li>• Ensure the fire resistance of the spray booth panels</li> <li>• Never spray within 7m from flames, sparks, operating electrical motors and other ignition sources</li> <li>• Remove all combustible material from the spray area</li> <li>• Smoking is forbidden in the spray area</li> </ul>
<b>Valeting</b>				
Cleaners	They contain toxic and flammable solvents	Workers dealing with car valeting	Injuries and burns due to direct skin and eye contact with the cleaners; Breathing problems due to inhalation of vapours	<ul style="list-style-type: none"> <li>• Substitute hazardous products with less hazardous ones, when possible</li> <li>• Always look at the label of the products to be used, to get information on the potential hazards</li> <li>• Pour only a small amount of fluid onto a pad or applicator</li> <li>• Keep only a small container with the cleaner close to the working area, and keep the container always closed when not in use</li> <li>• Leave all doors open when working inside a vehicle, for maximum ventilation</li> <li>• Work only in a well ventilated area</li> <li>• Valeting area must be free of ignition sources</li> <li>• Disconnect the vehicle battery</li> <li>• Always wear protecting clothing, including ant slippery shoes, natural rubber or nitrile rubber gloves to protect hands and forearms</li> <li>• Removed and dry the clothes in a safe place</li> </ul>

				in the open air is cleaners are splashed
Untidiness	Tools, materials and objects lying on floors	Workers dealing with car valeting	Trips, slips and falls	<ul style="list-style-type: none"> <li>Remove lying tools, materials and objects</li> <li>Clean up all spills from oil, detergent, wax, etc</li> </ul>
Steam cleaning	Use of steam and water pressure cleaners	Workers dealing with car valeting	Burns, electrical shocks	<ul style="list-style-type: none"> <li>Keep all air and high pressure hoses properly coiled, when not in use</li> <li>Always wear rubber boots, thick gloves and face protection to protect from burns</li> <li>Use a residual current device or an earth monitoring device with cleaners that have flexible cables</li> </ul>
Electrical tools	Use of electrical tools while valeting	Workers dealing with car valeting	Electrical shocks	<ul style="list-style-type: none"> <li>Always wear dry, insulated shoes that cannot result in shock through the soles</li> <li>Never stand over water while using electrical tools</li> </ul>
<b>Working Conditions</b>				
<b>Workshop and passageway floors</b>	Untidy, slippery floor	Workers, visitors	Injuries due to slips, trips and falls	<ul style="list-style-type: none"> <li>Keep all floors clean, dry and especially not slippery</li> <li>Wear suitable footwear in vehicle washing areas</li> <li>Keep the ramps dry and with non-skid surfaces</li> <li>Mark properly all passageways and roadways (e.g. marking with black and yellow diagonal stripes)</li> <li>Keep passageways clean, as well as steps, corners and fixed obstacles</li> <li>Spills must be reported and cleaned up immediately</li> </ul> <p><b>Employers</b> must ensure that:</p> <ul style="list-style-type: none"> <li>All surfaces are even, without holes or broken boards.</li> </ul>

				<ul style="list-style-type: none"> <li>• Good drainage exist in wet processes</li> <li>• Floor load capacities are posted in lofts, and spares storage areas</li> </ul>
<b>Stairs and ladders</b>	<p>A fall can happen because of several circumstances, such as:</p> <ul style="list-style-type: none"> <li>– A ladder that is overloaded or damaged and fails,</li> <li>– The employees slip or lose their balance while they climb on a ladder</li> <li>– Existence of oil or grease on a ladder</li> <li>– Ladders that are not set up securely with a possibility to shift</li> </ul> <p>When it comes to falls on stairways, this can occur when employees slip or trip. Clutter, slippery surfaces, damage, poor lighting, and unsafe work practices can contribute to stairway fall hazards.</p>	Workers, visitors	Injuries due to slips, trips and falls	<ul style="list-style-type: none"> <li>• Keep all stairs and ladders in good condition</li> <li>• Keep stairways free of any clutter or slippery conditions</li> <li>• Avoid to use a broken ladder or stair</li> <li>• Inspect the ladder prior use</li> <li>• Do not use ladders in uneven or unstable ground. Prefer a firm, solid surface</li> <li>• Chose a ladder with adequate length and load limits</li> <li>• Never tied ladders together to make them longer</li> <li>• Avoid to use of metal ladders near electrical lines</li> </ul> <p><b>Employers</b> are required to:</p> <ul style="list-style-type: none"> <li>• Inspect regularly the stairs and ladders and repair any damages immediately</li> <li>• Provide a handrail for the prevention of falls</li> </ul>
<b>Slips, Trips and Falls</b>	<p>Injuries might be a result of:</p> <ul style="list-style-type: none"> <li>• Slips of workers (due</li> </ul>	Workers, visitors	Injuries due to slips, trips and falls	<ul style="list-style-type: none"> <li>• Isolate a leak of engine oils as soon as it is identified. Stop the flow and use inert absorbent material to contain the spill with</li> <li>• Never leave oil spillages or grease on the floor;</li> </ul>

	<p>to oil spillages)</p> <ul style="list-style-type: none"> <li>• Falls (mostly related to unfenced inspection pits)</li> <li>• Trips of operators (due to unorganised workplace)</li> </ul>			<p>most probable a worker will step on it and slip. Clear them promptly</p> <ul style="list-style-type: none"> <li>• Never leave an inspection pit open when not in use (for more safety precautions refer to the relevant paragraph (3.3))</li> <li>• Always keep a trolley next to you with all necessary equipment on. Do not leave equipment or material on the floor, since someone may trip over them</li> <li>• Always return the equipment being used to their storage place as soon as you finish your job</li> <li>• Keep all tools in a tight form</li> <li>• Store and stack materials and objects</li> </ul>
<b>Αποθήκευση υλικών και αντικειμένων</b>	Falls of unstable objects, collapse of overloaded stacks or pallets	Workers, visitors	Injuries due to falling objects	<ul style="list-style-type: none"> <li>• Stack material safely on sound pallets</li> <li>• Give limits for the height of stacks to maintain stability</li> <li>• Inspect regularly the stacks to detect and remedy any unsafe stacks</li> <li>• Establish a storage system and instruct and train the employees in stacking</li> <li>• Provide special arrangements for objects which may be difficult to store</li> </ul>
<b>Light levels</b>	Accidents and injuries due to insufficient lighting	Workers, visitors	Injuries	<ul style="list-style-type: none"> <li>• Determine the amount of lighting required no matter the amount of daylight</li> <li>• Get as much daylight as possible</li> <li>• Make sure that stored material does not be piled up where it blocks daylight</li> <li>• Keep windows clean both inside and outside</li> <li>• In case of a window facing a wall, that wall should be painted white in order to reflect more daylight into the workplace</li> </ul>

				<ul style="list-style-type: none"> <li>• It is better that most of the light to fall on the material or objects that employees handle</li> <li>• The light source should be positioned behind and to the side of the left shoulder if the person is right-handed.</li> <li>• Always provide adequate general lighting as sunlight may become insufficient at different times of the day</li> <li>• Adequate lighting should also reach every individual working place (e.g. during oil removal) without being shadowed by the employee or part of a machine.</li> <li>• Use only explosion-proof lighting in spray areas and in paint storage rooms</li> <li>• Portable lights are not allowed in body shop spray area.</li> <li>• In case of sudden loss of light, automatic emergency lighting, powered by an independent source, should be provided immediately.</li> </ul>
<b>Ambient temperature and relative humidity</b>	The risk of heat stress arises, from working in high air temperatures, exposure to high thermal radiation or high levels of humidity, while cold stress may arise from working in the open air during winter	Workers, visitors	<ul style="list-style-type: none"> <li>• Discomfort</li> <li>• Incapability to concentrate</li> <li>• Heat stroke</li> <li>• Exhaustion</li> <li>• Cramps</li> <li>• Fainting</li> </ul>	<ul style="list-style-type: none"> <li>• Provide mechanical ventilation (cooling fans and air conditioning) at areas of high heat production and where fresh air supply is insufficient</li> <li>• Provision of heating systems that do not give off fumes into the workplace</li> <li>• Large quantities of cool drinking water must exist in the workplace</li> <li>• Controls of radiant heat (especially near head level) and of local “hot spots”, arising for example from paint-drying lamps</li> </ul>
<b>Car wash safety</b>				

<b>Steam cleaning operations</b>	Steam cleaning operations may cause burns	Workers in car wash	Burns	<ul style="list-style-type: none"> <li>• Use of personal protective equipment (boots, heavy gloves and face protection)</li> </ul>
<b>Car wash chemical cleaners</b>	Direct contact with bare skin or eyes	Workers in car wash	Injuries of skin and eyes	Use of proper personal protective equipment (rubber gloves, boots, face shield, shoes with neoprene soles, which are resistant to chemicals)
<b>Working conditions at a car wash</b>	Injuries due to slips, trips, falls	Workers in car wash, visitors	Injuries due to slips, trips, falls	<ul style="list-style-type: none"> <li>• Remove tools, materials or other objects lying on floors, driveways, in order to eliminate tripping hazards. Clean up all spills (oil, detergent, wax, etc.).</li> <li>• Inspect tools and equipment before using them and think before starting every job. Search out hazards and take precautions to prevent accidents from happening. Use the protective equipment provided</li> <li>• Report any unsafe conditions you observe in your work to the immediate supervisor.</li> <li>• Keep all oil rages or other flammable waste materials in closed metal containers, not indoors, and preferably be disposed of every day</li> <li>• Caution labels and signs must be installed whenever necessary</li> <li>• Vehicle washing can produce wash waters contaminated with dust, dirt, oil, grease, and other leaking vehicle fluids. Do not discharge these contaminated waters to gutters, streets or storm drains</li> </ul>