

WHAT IS DEEP ?

This dealership has a safety and health program, known as DEEP (Dealer, Employee and Environment Program), managed by the Eastern New York Coalition of Automotive Retailers, Inc. (ENYCAR), which is a trade association for area new car franchised dealers. Your employer has made a large investment in having a safe workplace, and wants all employees to participate in the program. Some employees are involved more than others, because of their specific job duties. **The DEEP Supervisor at this dealership is Jack Byrne Jr.**

OSHA is a federal agency that regulates safety and health in the workplace (and there is a New York State counterpart, within the Department of Labor). DEEP is designed to make sure the dealership complies with the regulations, which benefits everyone. There are also some environmental regulations covered by the DEEP Program. Environmental matters are regulated by the EPA (federal) and by DEC (state). ENYCAR works with each dealership to keep the program working properly, by doing inspections, interviewing employees, providing manuals and providing monthly training sessions. OSHA and other agencies sometimes do inspections of the dealership. **If someone comes into the dealership and says he or she wants to do an inspection or that he or she is there from an agency, you should refer them to William Port.** The dealership has a form for the individual to fill out so that the dealership knows why the person is there and what should happen next. ENYCAR does an unannounced inspection at least once a year, and representatives are usually wearing some ENYCAR identification (a jacket or shirt).

You are **required by law** and by this dealership to be familiar with the regulations that affect you in your job functions. You should speak with your DEEP Supervisor about any safety concerns you might have at any time. Employees and management must be partners in keeping this workplace safe and healthy.

All employees should complete all sections. Some topics may seem related to job functions that you don't have, but you should be aware of the full safety program. You may need to look around the dealership and ask questions of your supervisor or others to complete this.

EMERGENCIES (OSHA calls this "Emergency Action.")

If there is a fire

1. You should know two routes out from your work area. Check for posted evacuation maps. Write down two possible outside exits you might use, or two different work areas you might exit through.
2. Notify your supervisor of the emergency, if feasible. If the automated alarm system has not activated he will sound a portable horn.
3. Contact response organization(s). Fire Department, Ambulance
4. Perform control measures, if feasible and if designated or trained, (i.e. fire extinguisher)

Should you grab a fire extinguisher and use it?

- yes, If you have been trained to use one.
- no, If you have been not trained.

Where is the nearest fire extinguisher to your work area?

5. Are you in charge of any important item that you should grab, if possible, such as the back-up tapes for the computer, car shoppers in the showroom, or a list of employees in your department?
 - yes, I am responsible for _____
 - no, I just need to get myself out
6. The outside meeting place for the dealership in case of a fire or emergency is under the Large Ford Oval Sign in the front of the dealership.

Injuries

1. If someone is injured, you should call for help and let the designated First Aid Responder handle it. The designated first aid responder at the dealership is Keith Butler and he can be reached in the service department.
2. The **First Aid Kit** is located in the front of the service department by the alignment rack. It includes latex gloves because there is a risk of getting AIDS or hepatitis if someone is bleeding. It also should have a one-way valve mask for CPR, for the same reasons. If you ever find the First Aid kit missing something, tell your supervisor. If you are a supervisor, make sure to order the missing items.

Common Sense Safety

1. Watch out for **frayed or taped electrical** cords. Report to your supervisor and replace them. Do not use adapters to plug in several items in one spot (with the possible exception of computers plugged into a surge protector strip).
2. Make sure that there are no **blocked exits**, and report to your supervisor if you find any that are not marked "Not An Exit" or look like they are supposed to be an exit.

3. If you use **repetitive motions** in your job function (moving the same way for long periods of time), check with your supervisor to make sure you are using the correct position. Report any discomfort.
4. Do not leave a **trip hazard** or a **spill** sitting there as an accident waiting to happen. Clean it up or report it to a supervisor. If the spill involves a hazardous substance, have your supervisor handle the clean up, unless you have been trained in special procedures.

Working with Hazardous Substances

(OSHA calls this "Hazard Communication" and New York State calls it "The Right to Know.") Service, prep, and parts employees will be especially involved with this, but everyone should know the basics.

1. An "MSDS" (**Material Safety Data Sheet**) is a sheet of important information about substances used in the dealership that might be harmful, including the chemicals involved, the hazards, emergency procedures to be used and protective equipment that must be used. Each manufacturer of such a substance must provide this and the dealership is responsible for keeping a list of all such substances (Chemical Inventory) and either having the MSDS sheet in a binder or having a fax service that can provide the MSDS instantly in an emergency. This is important for every substance, even for a sample offered by a vendor. Things you buy for use at home may have an MSDS, but the law doesn't make the store provide this to you (instead, the label has emergency information). If you bring something from home, it must be added to the inventory and have an MSDS.

The MSDS tells you (and emergency personnel, doctors or poison control specialists) what the substance is made of and what to do in an emergency (e.g. If swallowed, do you induce vomiting? If in the eyes, should you wash with water? Will it cause a fire? Is it explosive?)

The MSDS binder(s) in this dealership are located in the down stairs service office next to the service desk and available online at www.jackbyrne.info.

2. Many times substances are moved to other containers, referred to as transfer containers (usually squirt bottles for chemicals). Every container must have a label to let workers know what is in it, and basic emergency information. Here is what a "transfer label might look like:

PRODUCT AND TRANSFER CONTAINER LABEL

MANUFACTURER AND

PRODUCT NAME: CASTLE DRAGON FIRE

**HEALTH HAZARDS: MAY CAUSE DIZZINESS OR NARCOSIS IN HIGH
CONCENTRATIONS**

FIRST AID: EYES- WASH WITH WATER

SKIN- WASH WITH WATER

INHALATION- N/A

INGESTION -DO NOT INDUCE VOMITING, GIVE OXYGEN.

GASTRIC LAVAGE.

EMERGENCY PHONE NUMBER: (716) 631-5216

(CONSULT MATERIAL SAFETY DATA SHEET FOR ADDITIONAL INFORMATION)

Do not use an unlabelled container, or something with a label you can't read, and do not leave something unlabelled. Covering a label with clear tape works well.

3. Personal protective equipment (PPE), such as gloves, goggles, hearing protection and respirators, is available for your use when needed or required. Always use personal protective equipment (PPE) where that is indicated by:
 - a) Your supervisor, based on a hazard evaluation.
 - b) An MSDS or transfer label.
 - c) Your own knowledge of a hazard.
 - d) A posted warning sign.

Ask your supervisor when you will receive more detailed training for the specific hazards of your job function and work area, related to the "PPE Evaluation". You may also ask to see the evaluation, which would show hazards related to your job. This will only apply to certain jobs in the dealership, or there may be certain areas designated as hazardous and requiring PPE.

Your employer will provide what you need, and train you on proper use, but **it is your responsibility and a requirement of your job at this dealership to use it, to use it correctly, and to maintain it or replace it** when needed. If your PPE is uncomfortable or is somehow not useful to you, please see your DEEP Supervisor immediately. **Do not stop using any required PPE -you will be jeopardizing both your health and your employment.**

Lock Out / Tag Out

Some of the most grizzly accidents and fatalities happen when lock out/tag out procedures are not used or when someone inadvertently turns on an energy source while equipment is being serviced. Lock out/tag out is about controlling sources of energy (heat, electricity) when equipment is being fixed or is out of service for some other reason. It involves locks to prevent the equipment from being used or the energy source from being turned on, tags to let people know not to turn something on, and making sure the energy source is turned off. So it's really about stopping the energy source and communicating that something should not be turned on.

It's like unplugging the toaster before trying to fix it. Suppose you have to, walk away and answer the phone, and while you are away, someone plugs it back in. You return a moment later and stick a tool in it, only to get the shock of your life. In the workplace, as well as at home, this can be deadly serious. If a piece of equipment that uses an energy source needs maintenance or repair, a supervisor will lock and tag it. If you find a lock or a tag, do not touch the equipment and do not flip a switch. That supervisor must remove the lock and tag at the right time, when it will be safe. It is important that outside contractors who come in to do work in the dealership follow lock out/tag out procedures as well. Each piece of equipment has specific procedures to be used.

Respiratory Protection

Some people in the dealership may have jobs that expose them to conditions that would be harmful without a respirator, which is a type of mask that filters air before it is breathed in, or supplies air in a hazardous environment. There are many different types of respirators, and different types of filters. The simplest is what you would call a dust mask. The most complex involves a helmet with a fresh air tube and air supply (almost like a scuba set up). Respirators are used for things such as spray painting and undercoating, and are most often used in a body shop.

Those who must use respirators must be tested for proper fit of the right type of respirator, and also must have a medical evaluation to make sure that it is safe for them to use a respirator. A proper fit cannot occur if there is facial hair interfering with the seal. If you need a respirator, you must be fit tested and medically evaluated, and you must wear the respirator, prior to doing any work that requires that protection. You may not do this type of work at this dealership without the proper protection. Serious illness may occur right away or many years later when proper protection is not used. If you use a respirator, make sure that you are signed up for training and annual re-training as well, and that you are fit tested for any new respirators you might use. You must be fit tested on the specific respirator that you will use. Check your respirator frequently for wear or malfunction (e.g. are you smelling fumes -a "contaminant" -or tasting something funny?), and get a replacement when needed.

Those are the main topics in the safety and health program. Additional topics are covered in monthly new employee training sessions (primarily for service, parts, and prep employees), and in supervisor training for your DEEP Supervisor.

Please work with this dealership to maintain a safe and healthy work place.

Ask your Supervisor if further DEEP training is necessary for your job function and if so to schedule you for the next DEEP new employee training class.