



GUIDING DEALERSHIPS ON THE ROAD TO SAFETY

DEEP EMPLOYEE INITIAL SAFETY TRAINING DEALER, EMPLOYEE AND ENVIRONMENT PROGRAM

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DO NOT START WORK UNTIL YOU COMPLETE THIS WORKPLACE SAFETY TRAINING!

You are required by law to have this training. Some of the topics may not pertain to your job, but you should still be familiar with the overall program. If you work in the “back end” (service, parts, prep, body shop, etc.), you will also attend a class with ENYCAR (Eastern New York Coalition of Automotive Retailers) on the next available training date. When you have completed this safety training presentation, you will sign something that goes in your personnel file that shows that you had this basic OSHA training before you started work. If you work with any potentially hazardous chemicals or work hazards from machinery or processes, these must be additionally reviewed with you by your supervisor prior to starting any of that work.



WHAT IS DEEP?

- ◆ This is your dealership’s legally required safety and health compliance program. It also covers some other mandatory compliance issues.
 - ◆ It is facilitated and assisted by ENYCAR, your trade association for the new car dealers in the region.
 - ◆ It is provided by both ENYCAR and your employer.
 - ◆ If you have a safety or health concern, you should speak to the DEEP Supervisor about it. The DEEP Supervisor at this dealership is:
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WHY IS THIS PROGRAM IMPORTANT?

- ◆ Your employer has invested in you and this program, and wants a safe and healthy workplace for you to work in.
- ◆ You want to stay healthy, safe and productive as an employee.
- ◆ Every employee needs to be aware of the program and comply with its requirements, which vary by job function.
- ◆ Dealerships have to comply with many regulations, safety and health, privacy, environmental, labor, tax, finance, and many more, and ENYCAR helps with that.
- ◆ Your employer wants to avoid costly fines, illnesses and injuries and keep workers’ comp costs down.



WHAT DOES ENYCAR DO FOR YOUR DEEP PROGRAM?

- ◆ ENYCAR staff will do an unannounced inspection of the dealership to check on safety and health (and some other) compliance and train affected workers.
- ◆ ENYCAR interviews the DEEP Supervisor for compliance.
- ◆ ENYCAR has at least 8 classes each year for new dealership employees (mostly back end workers, who are exposed to the most potential hazards).

- ◆ ENYCAR trains DEEP Supervisors for each site.
- ◆ ENYCAR provides “written programs” that are required for each site.
- ◆ ENYCAR provides research on questions that come up, and can be a liaison with government agencies.
- ◆ ENYCAR helps each dealer “manage” the safety and health program.
- ◆ ENYCAR provides awards for the best participants in the program.
- ◆ ENYCAR notifies dealers of developments in safety and health and other areas and keeps the program up to date.



IMPORTANT ACRONYMS

- ◆ **DEC** New York State Department of Environmental Conservation (environmental regulations, storage tanks, waste, recycling, spills).
- ◆ **DMV** Department of Motor Vehicles (New York State) (signage, repair, inspections, emissions, registrations, titles, licensing).
- ◆ **DOT** Department of Transportation (federal, seatbelts, shipping or receiving hazardous materials, called Hazmat).
- ◆ **ENYCAR** Eastern New York Coalition of Automotive Retailers (regional association, DEEP, LAR purchasing, Auto Shows, Golf Day, Annual Meeting and Reception, seminars, courier route).
- ◆ **EPA** Environmental Protection Agency (federal, Clean Air Act, air conditioning certification, California emissions, smog stickers).
- ◆ **FTC** Federal Trade Commission (advertising, privacy).
- ◆ **IRS** Internal Revenue Service (federal, taxes, cash reporting).
- ◆ **SDSs** Safety Data Sheets (formerly called MSDSs) (tells you about a hazardous substance – must have them for all chemicals on site).
- ◆ **NYSADA** New York State Automobile Dealers Association (Safety Group 430, GIT, lobbying, convention, webinars).
- ◆ **OSHA** Occupational Safety and Health Administration (federal).



HELP! IT'S A FIRE!

- ◆ Don't touch that extinguisher – You are not authorized unless you have been trained and the record is in your file. Those who are not trained should evacuate.
- ◆ There are two routes to evacuate from your work area:
 _____ and _____.
 Your “meeting place” outside the building is: _____.
- ◆ You are responsible for taking or doing _____ on your way out? (e.g. taking customers out, or closing doors). (may not apply to all workers)
- ◆ The alarm system in this dealership is:
 _____ (Pull alarms? Air horns? Something else?).
- ◆ The garage/service doors should not be opened to let people out faster, because oxygen will feed the fire.
- ◆ Please notify the DEEP Supervisor if you are a trained firefighter or EMT. (The dealership will still need documentation of your training in your file at the dealership.)



HELP! SOMEONE IS HURT!

- ◆ Should I run over to help? Only if you are the designated First Aid Responder. The designated First Aid Responders at this dealership are: _____.
- ◆ What can I do? Yell for help. Call for the Designated First Aid Responder. Call 911, if needed, and let the First Aid Responders know you have called. Follow the instructions of the First Aid Responder. Keep the injured person calm. Keep others out of the way. If the person was injured by a chemical, get the Safety Data Sheet (tells you about the chemical and what to do in an emergency). An ambulance cannot transport someone without that information, if a hazardous chemical is involved. Someone should show the emergency responders from the ambulance where to go. Contact a family member, if needed. Have the person in charge of HR check the injured person's file for any allergies or other medical conditions that are relevant to this emergency.
- ◆ Tell your employer about any serious allergy or medical condition you have, to note that in your file. This is not required, but will help you in an emergency.
- ◆ If you have First Aid Responder training (CPR, First Aid), and you want to volunteer, tell your employer and document the training in your file at the dealership.
- ◆ The first aid kit is located: _____.



COMMON SENSE SAFETY

- ◆ Do not use taped or frayed electrical cords or permanent extension cords, other than a surge protector/power strip for computers.
- ◆ Do not ignore a trip hazard or spill. Report it and make sure it's cleaned up.
- ◆ Keep your work area clean and free of garbage and unused equipment.
- ◆ If you must lift something heavy, squat and use your legs rather than bending over.
- ◆ Do not allow an exit to be blocked, or leave obstacles in aisles.
- ◆ If you use repetitive motions to do your job, check with your supervisor to be sure you are doing it correctly, and report any discomfort.



BEWARE OF HAZARDOUS SUBSTANCES!

- ◆ Service, parts, body shop and prep areas have the most hazards, but everyone in the dealership should know the basics.
- ◆ OSHA calls this "Hazard Communication" and New York calls it "Right to Know" and the "Right to Understand." Each dealership must review what hazards exist in each department, train employees and provide "personal protective equipment" (gloves, goggles, respirators, ear plugs, etc.), and have you (if you are an affected employee) verify with your signature that this training has taken place.
- ◆ An SDS (Safety Data Sheet) comes with each chemical and tells the content, hazards and emergency information. It may be on paper in a binder or accessed on line or via fax. The on line program ENYCAR recommends is MSDS Vault.®

Each product must have an SDS, even if it's a sample or brought from home. This dealership has SDSs: ___in binders ___on line ___via fax.

- ◆ If something is transferred to another container, it must be labeled properly. DO NOT USE anything from an unlabeled container, and report any that you see, anywhere in the dealership.
- ◆ You will be informed if your job requires PPE (Personal Protective Equipment). The dealership will provide you with what is required and you must use it and maintain it. Required PPE is not "optional," and the failure to use it may be grounds for termination.
- ◆ Do not handle "Hazmat" (Hazardous Materials such as airbags, etc.) unless you are trained and certified to handle it. Certain individuals, usually in the parts department, will have this special required training.



LOCK OUT/TAG OUT

- ◆ This is about controlling sources of energy (heat, electricity) that run machines and equipment, so that no one gets hurt.
- ◆ When machines or equipment are broken or being serviced, they require a lock and a tag, to be sure no one turns them on by mistake. The lock stops it from being turned on, and the tag communicates that it shouldn't be and/or who is working on the equipment.
- ◆ Only the person who locked it and put the tag on should remove the lock and tag when appropriate to do so.
- ◆ This is a fairly common source of serious injury. If you are in doubt about a piece of equipment or anything electrical, don't touch it and don't turn it on. Check with the DEEP Supervisor first.



TAKE A DEEP BREATH

- ◆ Respiratory protection is needed for certain work at a dealership (painting, rustproofing, or anything where harmful fumes, vapors or reduced oxygen could be a problem)
- ◆ Respirators range from dust masks that may be voluntarily chosen to wear, to full body suits with air supplies.
- ◆ Before a respirator is used, a person must be medically evaluated at the dealership's expense, to be sure he or she is physically fit to wear the equipment. If you have a health problem (that you might not know about) affecting respiration, putting on a respirator could lead to fainting or even death.
- ◆ Before a respirator is used, and after being medically evaluated, a person must be "fit tested" for the proper equipment and a tight seal. Facial hair and glasses may interfere with a tight seal.
- ◆ If your work requires a respirator, you may not proceed until you have been medically evaluated and fit tested on the actual respirator you will use.
- ◆ Failing to follow these steps could lead to immediate illness or a problem many years later, and also does not comply with laws and regulations that the dealership must follow.



YOU'VE GOT THE BASICS

- ◆ You now know the basics of your safety and health program, DEEP.
- ◆ Please fill out the worksheet that will go in your personnel file to document this training.
- ◆ If you have any concerns at all about your safety and health on the job, please tell your supervisor or the DEEP Supervisor, or call ENYCAR at 518-452-0584.

WORKSHEET FOR DEEP EMPLOYEE ORIENTATION AT [INSERT DEALERSHIP NAME]

1. Safety and health training is required:
 - A. Within 30 days of starting work.
 - B. Before beginning any work tasks.
 - C. Before hiring.

2. The DEEP Supervisor at this dealership is _____
and/or _____.

3. ENYCAR is a trade association that:
 - A. Enforces the laws and regulations.
 - B. Is hired by the dealership as an outside consultant on safety and health issues.
 - C. Assists the dealership in implementing a safety and health program.

4. DEC would be most interested in:
 - A. Hazardous waste drums.
 - B. Financial records.
 - C. Shipping of hazardous materials.

5. OSHA Would be most interested in:
 - A. Shipping of hazardous materials.
 - B. Personal protective equipment, such as gloves, goggles and respirators.
 - C. Infectious diseases in the workplace.

6. In the case of a fire, there will be an alarm sound of some kind, and I will:
___Use a fire extinguisher OR ___Evacuate immediately
My meeting place outside the building is: _____.

7. The Designated First Responder(s) is/are: _____
_____.

8. The First Aid Kit is located: _____.

9. I can find a Safety Data Sheet (SDS) regarding a potentially harmful chemical where?
 In a binder located _____.
 Online at a computer located _____.
 Via FAX located _____.
10. There is a taped electrical cord in or near my work area:
 A. Report this to a supervisor to be replaced.
 B. It is okay to use if it has been repaired with special electrical tape.
 C. Another department is responsible for that.
11. I have been sent to grab some cleaning supplies and I see an unlabeled container.
 A. Only the person who uses that should handle it.
 B. It looks like Windex, so I'll test some on a paper towel carefully.
 C. I should notify the DEEP Supervisor or my supervisor to have it labeled correctly before touching it.
12. If someone needs a respirator for their job, they should:
 A. Test out different types before attending formal training and fit testing.
 B. Be medically evaluated by a doctor provided by the dealership, before being fit tested for a respirator.
 C. Bring in their own respirator or dust mask.
13. If I have a concern about a safety or health issue in the workplace, I should:
 A. Speak with the DEEP Supervisor or call ENYCAR.
 B. Not be concerned, because the dealership has the DEEP program.
 C. Look through the DEEP manual first on my own.

Total Correct Responses: _____

Print Employee Name: _____

Reviewed with: _____

Completed Orientation on: _____, 20____

Retaken Correct Responses, if less than 10 correct: _____

 Employee Signature

Reviewed with: _____

 Employer Signature

ANSWER KEY

1. Safety and health training is required: B.
2. The DEEP Supervisor at this dealership is: **[insert DEEP Supervisor name]**
3. ENYCAR is a trade association that: C.
4. DEC would be most interested in: A.
5. OSHA would be most interested in: B.
6. In the case of a fire, there will be an alarm sound of some kind, and I will: **[insert answer depending on dealership policy]**
The meeting place for this employee is: **[insert answer depending on dealership policy]**
7. The Designated First Responder is/are: **[insert Designated First Responders' name(s)]**
8. The First Aid Kit is located: **[insert location]**
9. I can find a Safety Data Sheet (SDS) regarding a potentially harmful chemical where? **[insert answer depending on dealership policy]**
10. There is a taped electrical cord in or near my work area: A.
11. I have been sent to grab some cleaning supplies and I see an unlabeled container. C.
12. If someone needs a respirator for their job, they should: B.
13. If I have a concern about a safety or health issue in the workplace, I should: A.