



NW Automotive Trades Assn.

## NATA General Hazard Identification Guidelines

### Emergency

- ❑ First Aid / CPR trained personnel
- ❑ First Aid kit with appropriate supplies
- ❑ Posted medical information sign (listing phone numbers and contacts for emergencies)
- ❑ Emergency preparedness plan

### Exits

- ❑ Clear and accessible
- ❑ Signs indicating "Exit" and "Not an Exit" (when appropriate)
- ❑ Sign "Door must remain unlocked during business hours" on public access doors

### Electrical

- ❑ Ground plugs (ground plug not clipped off)
- ❑ Cords are in good condition; no frayed cords; no tape
- ❑ Electrical panels are kept closed and have 3 ft clear accessible space in front
- ❑ Unprotected fluorescent lights should have guard (cover) if hung near a shelf where it could be bumped and shatter if someone is removing items.
- ❑ Written lock-out/tag-out program, including employee training

### Material Handling

- ❑ Hoists must be maintained; should have inspection records
- ❑ Capacity should be posted on hoists, overhead cranes and lifting equipment
- ❑ Fork lift training; training records; fork lift maintenance and inspection records

### Fire Prevention

- ❑ Proper storage of flammables and combustibles
- ❑ Fire extinguishers identified with a sign; proper inspection dates; adequate amount for location; easily accessible

### Tools

- ❑ "Tool box inspections" - Check employees tools regularly
- ❑ Handles should be firmly attached; heads of tools should be smooth
- ❑ Air nozzles should be 30 PSI and have a bleed-off
- ❑ Grinders should be securely bolted down; must have tongue guard 1/4" away from wheel; must have work rest 1/8" away from wheel; eye protection must be worn

## Personal Protective Equipment

- ❑ Written program; personal protective equipment assessment; employee training
- ❑ Goggles should be kept clean
- ❑ Gloves (neoprene or nitrile) should be used in parts washers
- ❑ Respirators should be kept clean and stored in plastic bag or coffee can; written program with required employee training and testing
- ❑ Steel-toed shoes should be worn when appropriate (lifting heavy objects regularly)
- ❑ Hearing program if required
- ❑ Aprons should be worn if working with battery acid
- ❑ Appropriate footwear for work environment
- ❑ No loose hanging garments, jewelry or hair that can get caught in machinery or equipment

## Environmental

- ❑ Hazardous waste-maintain proper documentation of disposal records
- ❑ Drums are labeled
- ❑ Used oil drum is labeled
- ❑ Used batteries should be stored undercover
- ❑ Drains - no waste products go into drains
- ❑ Dry shop – utilize best management practices
- ❑ Perform evaluation to determine your hazardous waste generator status
- ❑ Air quality; temperature; lighting; noise

## Building

- ❑ Walkways should be free of debris
- ❑ Floors maintained (spills cleaned up; hoses and equipment out of walkways)
- ❑ Stairways need handrails; nothing should be stored or stacked on stairs
- ❑ Overhead storage - requires a 42" rail, mid-rail and kick plate; should also post load limits

## Miscellaneous

- ❑ Extra cylinders should be stored separately; cylinders should be secured with chain (approximately 2/3 up cylinder)
- ❑ Welding equipment needs back flow regulators
- ❑ Ladders should be sturdy and in good repair
- ❑ OSHA poster needs to be posted
- ❑ Maintain OSHA 300 log as required
- ❑ Documentation of employee training
- ❑ Safety Committee (11 or more employees) meeting minutes; training; documentation of inspections and committee member training
- ❑ Hazard communication – maintain material safety data sheets (MSDS); employee training; proper labeling of containers (secondary containers)
- ❑ Eye wash station
- ❑ Soiled shop rags stored in covered metal container