

A Safety & Health Plan
For
New Jersey's Auto Body Repair Industry

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PART 1

The Safety & Health Plan and Program for Auto Body Repair Facilities was developed as a joint venture between the New Jersey Small Business Development Center (NJSBDC), and the Occupational Safety and Health Administration, U. S. Department of Labor (OSHA,U.S. DOL).

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PROJECT GOALS & OBJECTIVES
VOLUNTARY SAFETY & HEALTH PROGRAMS FOR LICENSED
AUTO BODY REPAIR FACILITIES

GOALS

The New Jersey Small Business Development Centers (NJSBDC) using a Susan Harwood Training Grant from the US Department of Labor, Occupational Safety & Health Administration, will train 432 Owners/Operators or close to 22% of the licensed auto body repair facilities in the State, in the development and implementation of Voluntary Safety and Health Programs. According to Division of Motor Vehicle records there are 2,012 facilities licensed to perform auto body repair work. The training will occur during the fiscal year July 1, 2000 through June 30, 2001.

OBJECTIVES

The Safety and Health Program for Auto Body Repair Facilities project was designed to accomplish 4 (four) specific objectives. Those objectives are:

1. Provide owners and operators of auto body repair facilities with a plan for an implementable safety and health program. The program in a plan format meets the OSHA guidelines for Voluntary Safety and Health programs. PUBLISHED DOCUMENT
2. Identify and communicate the current minimum standards specifically related to the auto body repair industry. OPERATIONAL STANDARDS
3. Identify and establish relationships with resources that can provide the technical and financial assistance, and training to owners and operators to assist them in the implementation of a safety and health program. CONSULTATION, SBDC, SBA, SCORE, ASSOCIATION
4. Establish safety and health issues as an integral part of daily business operation. TOOLS

Additionally, a safety and health program that also meets the OSHA guidelines for Voluntary Safety and Health programs, and suitable for use by many small businesses was developed as a bi-product of this project.

1. *Provide owners and operators of auto body repair facilities with a plan for an implementable safety and health program. The program in a plan format meets the OSHA guidelines for Voluntary Safety and Health programs. PUBLISHED DOCUMENT*

The auto body repair industry functions through the use of manuals. Every day repair, parts, and insurance manuals are used to conduct business. The program training materials have been packaged in a three-hole binder to resemble one of these manuals. This is a format that managers and employees alike are familiar with and comfortable using.

Each topic is divided into two sections. The program, which is a training and discussion outline, and the plan, which are documents such as; policy communications, employee handbook, poster, worksite analysis checklist, meeting schedules, program responsibilities, reports, standards, etc. When the program materials are removed, participants are left with a published Safety and Health Plan.

2. *Identify and communicate the current minimum standards specifically related to the auto body repair industry. OPERATIONAL STANDARDS*

Our research efforts failed to identify a stock list of safety and health standards that govern auto body repair operations, After observing daily shop operations we were able to identify the standards that we believed would cover the various tasks employed in auto body repair. Those standards are included in the HAZARD PREVENION AND CONTROL section of the plan. Our list is by no means all-inclusive. We did include those that we felt would be easy to implement, and have the greatest impact on safety and health.

3. *Identify and establish relationships with resources that can provide the technical and financial assistance, and training to owners and operators to assist them in the implementation of a safety and health program. CONSULTATION, SBDC, SBA, SCORE, ASSOCIATION*

Discussion of the HAZARD PREVENION AND CONTROL section of the plan triggers the identification and establishment of relationships with resources other than OSHA that can assist in the implementation of a Safety and Health program. Once a participant conducts a worksite analysis using

the OSHA Safety Inspection and Self-Inspection Checklists in the WORKSITE ANALYSIS section of the plan, and hazards are identified and documented, the next step is to take corrective actions.

Participants are encouraged to use the resources of the agencies and organizations identified by the program to assist them in the resolution of issues resulting from a worksite analysis. Hazard control and prevention can be accomplished by involving;

The New Jersey State OSHA Consultation Program – Provides free and confidential worksite reviews, employee training (a necessary element of OSHA Voluntary Safety and Health Program), and hazard control and prevention solutions.

The New Jersey Small Business Development Centers Regional Centers – Provides free management consulting, training, policy development, loan and business plan packaging, and access to business capital and financial institutions.

The US Small Business Administration – Provides business and technical information, training, and guaranteed loan programs.

SCORE – Provides business and technical counseling free of charge. SCORE has chapters throughout the state, and have wide variety of industry specialties.

The New Jersey Environmental Protection Agency – Provides free advice and technical assistance on issues such as environmental health hazards, and hazardous waste and material handling.

Alliance of Automotive Service Providers of the Garden State – This state association actively represents about 25% of the auto body repair facilities. They provide their membership with a variety of communications such as a monthly magazine, The New Jersey Automotive Monthly, and a quarterly newsletter and membership benefits.

4. *Establish safety and health issues as an integral part of daily business operation. TOOLS*

Once a Safety and Health Program is established in a business, insuring compliance becomes a matter of routine. Employee training and communication, safety and health responsibility, periodic worksite analysis, and reporting become matters of maintenance.

After the initial training and review of the plan and program materials owner/operators that take the recommended actions will find the benefits have an impact on the cost of doing business, employee moral, and a reduction of work related accidents and emergencies.

As an offshoot, NJSBDC will add a new training course to its cadre of courses to educate and inform small businesses of the latest in compliance issues Voluntary Safety and Health Programs for Small Businesses. Regional Directors, their consultants and headquarters staff will be trained in the presentation of this training program. The Plan and training materials can be modified to meet the needs of small businesses and added to the ASBDC website where it will be made available to SBDCs nationwide.

TRAINING DELIVERY

The training program is free, three (3) hours long, and will be held at three (3) locations throughout the State which are Atlantic City, Trenton, and Newark. Specific locations, times and dates are being finalized with a start date of late October or early November.

Voluntary Safety & Health Planning
For
Automotive Body Repair Facilities

I. Introduction

WHAT?

The development of Safety & Health Plans and Programs for Auto Body Repair Facilities (Fed.Reg. 1/26/89 Safety and Health Program Management Guidelines; Issuance of Voluntary Guidelines – 54:3904-3916 OSHA)

WHY?

- To reduce the number of job related accidents, injuries and illnesses.
- National goal – To reduce the number of on the job injuries and illnesses to the point of elimination.
- To reduce Liability Insurance Costs, and Workman’s Compensation Claims

HOW?

- By training auto body repair facility Owners/Operators in the development of safety and health programs
- Documenting their efforts in a safety and health plan
- Training their employees in the OSHA standards that apply to their jobs

WHO?

- **USDOL** - Responsible for how America works
- **OSHA** - Responsible for insuring that employers provide safe and healthy work environments for their employees
- **NJSBDC** - Liaison to the small business community, with access to training dollars and resources for additional information, training, and business assistance
- **NJDOL** - Division of Public Safety and Occupational Safety & Health provides free confidential consultative services and employee training
- **SBA** - Resources to finance corrective actions, and additional business development information
- **Owner/Operators of Auto Body Repair Facilities** - Businesses regulated by Federal, State and local Safety and Health Agencies.

WHERE?

NJSBDC co-sponsored training facilities in Atlantic City, Trenton, and Newark, New Jersey

WHEN?

Beginning January 2001 and continuing

Company Name

Safety and Health Policy Statement

We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving THE COMPANY assets and property.

At THE COMPANY our most valuable resource are the people who work for us. Injuries can be prevented. To achieve this objective, THE COMPANY will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues. An effective Safety and Health Program will be carried out throughout our organization.

The Safety and Health Program will assist management and non-supervisory employees in controlling hazards and risks which will minimize employee and customer injuries, damage to customer's property and damage or destruction of THE COMPANY property.

All employees will follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and customers. To accomplish our safety and health goals, all members of management are responsible and accountable for implementing this policy, and to insure it is followed.

THE COMPANY is sincerely interested in the employee's safety. The policy of THE COMPANY is to provide safe equipment, adequate tools and training, and the necessary protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which THE COMPANY provides.

SAFETY AND HEALTH PLAN

EMPLOYEE PARTICIPATION

Goals and Objectives

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our safety and health program will include:

- Provide mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Train all employees in good safety and health practices.
- Providing necessary personal protective equipment and instructions of its use and care.
- Developing and enforcing safety and health rules and requiring those employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it won't happen again.
- Setting up a system of recognition and awards for outstanding safety service or performance.

Safety and Health Program Meetings

All employees are required to attend the quarterly Safety and Health Meetings. Meeting notices will be posted and included with payroll checks.

Safety and Health Program Assignments

Safety and Health Program assignments will be delegated and reviewed at the quarterly Safety and Health Program meetings.
(Organization Chart and current assignments attached)