

TRANSPORTATION SERVICES SAFETY PROCEDURES

Transportation Services personnel are responsible for the safe operating conditions of the University's cars, vans, and buses. This includes tune-ups and full maintenance. This section is divided into safety procedures for outside and inside the shop.

OUTSIDE THE SHOP

Safe Operation While Filling the Tanks

- ♦ Attendant should be the only person to fill gas tanks to avoid spillage.
- ♦ All engines in the vicinity must be shut off, whether at the pumps or waiting to be fueled.
- ♦ No smoking or open flame. Clear area of parked vehicles or hot returning vehicles before dumping fuel.
- ♦ Do not over fill tanks in cool weather to prevent expansion loss.

Safe Operation While Filling the Storage Tanks

- ♦ Set up barriers to keep vehicles away from filling area.
- ♦ Have a fire extinguisher available and ready for use.
- ♦ Do not drive too close to the tanker when receiving fuel.
- ♦ Watch the hoses in tank filler tubes to verify that they shut off when the tank is full.

Safe Driving Procedures in the Lot

- ♦ Back out of the shop SLOWLY into the parking area.
- ♦ Watch for bicycle and pedestrian traffic in the area.
- ♦ Obey posted rules.
- ♦ Travel at 5 miles per hour or less in the parking lot.

INSIDE THE SHOP

Safe Operation of the Lift inside the Shop

- ♦ Keep unauthorized personnel away from work area.
- ♦ Do not overload the rack.
- ♦ Make sure vehicle is properly aligned with the hoist before lifting it.
- ♦ Read and follow posted directions about the lift's use.
- ♦ Make sure safety rail is operating properly.
- ♦ Have locks in place when working on vehicle on the lift.
- ♦ Clean any grease off the floor under the lift area.
- ♦ Watch height of lift to avoid hitting head on lift beams or vehicle.

SAFE OPERATION OF TOOLS IN THE SHOP

Grinder

- ♦ Use safety glasses or shields.
- ♦ Make sure tool is grounded properly.

Drill

- ♦ Use eye protection.
- ♦ Be cautious of whip-back on the large drill.

- ♦ Make sure tool is grounded properly.

Impact Wrench

- ♦ Use eye protection.
- ♦ Use only malleable type sockets to keep pieces from flying.
- ♦ Follow tool warnings.

Hoist

- ♦ When working under a vehicle, be aware of where wheels are located so as not to bump head or shoulders on the tire.

Hammers

- ♦ Wear safety glasses when using hammer, punches, or drifts.
- ♦ Do not use cheater bars, etc; get a bigger hammer.

Washers

- ♦ Use glasses, gloves, and boots.
- ♦ Never spray bare skin; pressure may force fluid into and under it.

Jacks

- ♦ Use jack stands to back up jack while working on equipment.

Freon

- ♦ Use safety goggles and gloves, and only Certified employees may handle R-12 refrigerant.

Welders

- ♦ Cover eyes with proper lens glasses. These should be rated #9 - #11.

Chemicals

- ♦ Many solvents, degreasers, and other dangerous chemicals are used in the automotive business. Know what chemicals are being used. Just like a tool, use the right one for the job. Know where the MSDS is and be familiar with first-aid procedures.

SAFE USE OF OXYACETYLENE CUTTING TOOL

The main dangers of oxyacetylene cutting are fire, burns, and toxic fumes. If a person feels dizzy or nauseated, or has blurred vision, they should discontinue the job and get some fresh air.

PRECAUTIONS

- ♦ When using oxyacetylene torches, make sure that a multipurpose dry-chemical fire extinguisher is readily available and in working condition. It is recommended that a 10 lb. (4A.40BC) portable extinguisher be on hand.
- ♦ When using torch indoors, use only in a well-ventilated place.
- ♦ Wear welding goggles and protective clothing including gloves and welding shield. Keep gloves, hands, and clothing free of oil and grease. Wear gloves to handle hot metal.
- ♦ Avoid breathing toxic fumes like galvanized metal fumes, and some paint fumes.

- ♦ Use welding shield for jobs on campus that can be seen from passersby.
- ♦ Do not leave a burning torch unattended.
- ♦ Cut or weld at least 5 feet away from cylinders.
- ♦ Always use regulators; do not use oxygen or acetylene directly from cylinders. Be sure that the regulators used are of the proper design for the cylinder.
- ♦ Use flint lights, **NOT MATCHES**, for lighting torch.
- ♦ Use hoses designated for oxygen and acetylene only.
- ♦ Do not use oil on regulators, torches, fittings, or any equipment surface that may come in contact with oxygen. Be especially careful not to oil or grease oxygen fittings. These substances will ignite with a violent explosion.
- ♦ Do not use compressed oxygen to clean off clothing, as compressed oxygen is not compressed air. Oxygen speeds up combustion, and if clothes become oxygen-soaked, they will need only a spark to burst into flames.
- ♦ Do not breathe compressed oxygen directly from cylinder or hose.
- ♦ Use soap and paintbrush to test connections for leaks.
- ♦ Do not use acetylene at pressures higher than 15 pounds per square inch (psi). Acetylene becomes unstable and highly explosive when pressure is over 15 psi.
- ♦ Do not cut or weld directly on gravel or concrete.
- ♦ Keep heat, flames, and sparks away from combustibles.
- ♦ Do not cut or weld on containers that have been used to store combustible materials unless containers have been properly cleaned and purged. Containers that fall into this category are ones that once contained nitrogen, carbon dioxide, or argon.