

# **JIM BUTLER**

# **AUTO GROUP**

## *Employee Safety Manual*

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**JIM BUTLER AUTO GROUP**  
**EMPLOYEE SAFETY MANUAL**

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## **INTRODUCTION TO THE NEW EMPLOYEE**

Jim Butler Auto Group takes pride in our commitment to safety and our safety program. This program is a top priority for Jim Butler Auto Group. We actively encourage “safety consciousness”, expecting everyone to be cautious while working at Jim Butler Auto Group. It is our responsibility to provide a safe work environment for our employees and we take this responsibility seriously. We expect you to take safety seriously as well. Only through a team effort, can we ensure safe work practices and conditions. A safety program requires more than words found in a handbook; it requires a concentrated effort by everyone. Safety is a “sharing proposition”. We all must share in this responsibility.

The purpose of this handbook is to familiarize you with job safety basics, other important policies and accident prevention information you need to know as an employee. Please read this handbook carefully and become very familiar with its contents. Following our safety program and regulations will benefit you, your fellow workers and our company.

Jim Butler Auto Group and its management accepts the responsibility to provide a safe work place, gives safety primary consideration in the operation of business, provides the necessary safety training and complies with local, state and federal regulations. As an employee, you must accept the responsibility to work safely, wear and use all required safety equipment, report all unsafe conditions and practices, report all accidents to the supervisor, cooperate and respect the company’s safety program and maintain a clean work area.

This handbook attempts to cover the major areas of concern. It does not cover all areas. Therefore, common sense, knowledge of the hazards in any situation and a desire to perform safely are factors, which cannot be forgotten.

## **BASIC SAFETY PRINCIPLES**

- Everyone is responsible and accountable for safety
- Working safely is a condition of employment
- Successful safety performance requires every individual’s continuous effort, awareness, teamwork, and leadership.
- Superior safety performance results from following proven policies, practices and techniques.
- All accidents are preventable.
- All tasks can be completed safely.
- Each safety deficiency must be addressed promptly and effectively.
- Safety training is a continuous process.
- Off-the-job safety is as important as on-the-job safety

Jim Butler Auto Group’s safety standards may exceed those of OSHA because we believe in doing everything possible to protect our employees. While we don’t ever anticipate you being injured on the job, medical attention will be provided in the event this should occur. To effectively reduce the possibilities of injury to you or others, we **require** that you inform your supervisor if you ever have any of the following concerns during your workday:

- 1) You don’t understand or are unsure of the activity you are being asked to do.
- 2) You don’t have the experience to do a task safely.
- 3) You don’t have the training to use a tool, operate equipment or use special personal protective equipment safely.
- 4) If you have had an injury of any kind, no matter how seemingly insignificant, you must immediately notify supervisor.

In turn, Jim Butler Auto Group will review all tasks instructions, work activities, and safety concerns until you are comfortable with the information you've received. We want you to feel confident that you can safely perform the work in a quality manner. We will provide you with training to safely operate any required equipment and tools. You will be given special personal protective equipment you will need to safely perform your job.

Jim Butler Auto Group believes safety training is a continuous process and we take our responsibility for training our employees in workplace safety very seriously. You will be expected to take part in monthly safety meetings. These meetings are designed to pinpoint specific safety topics, to help improve safety performance and to increase your awareness of job safety. We strongly encourage you to actively participate in these meeting. Your opinions, suggestions, and questions are important to us.

## **DRUG AND ALCOHOL POLICY**

Jim Butler Auto Group is committed to the goal of promoting a safe and productive working environment. To prevent drug / alcohol abuse from entering the work force a pre-employment urine screening to detect the use of illegal substances, the misuse of prescription medications and / or the abuse of alcohol will be required for all prospective employees.

Additionally testing for the same substances will be conducted following work related accident, as a result of changes in behavior, work performance, or absenteeism, or the result of mandated random testing. Based upon the severity of the occurrence, drug testing will be performed following an incident involving medical care. Medical treatment beyond first aid will require a drug test.

The Missouri Workers' Compensation Law reduces benefits in those circumstances where drugs or alcohol were the proximate cause of the injury. When an injury is sustained in conjunction with the use of alcohol or non-prescribed controlled drugs the compensation "shall" be reduced by 50%. In cases where drugs/alcohol are the only cause of the incident, benefits may be denied.

An employee's refusal to take a drug or alcohol test at the employer's request results in benefit forfeiture if: (1) "the employer had sufficient cause to suspect" drug or alcohol use OR (2) the employer's policy clearly authorizes such post-injury testing. Any employee refusing to submit a sample for testing may be terminated.

## **TIMELY REPORTING OF CLAIMS**

Jim Butler Auto Group is pleased to provide our valued employees with full benefits as required under state and federal workers' compensation statutes through our workers compensation insurance program.

If an employee sustains a work-related injury or illness he/she must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it MUST be reported IMMEDIATELY. Failure to report claims within the same shift in which they occurred will result in disciplinary action up to and including discharge. If you are unable to reach your direct supervisor, you are required to inform the following points of contact:

Fenton Location – Tracy Hankins, [tracy@jimbutlerchevrolet.com](mailto:tracy@jimbutlerchevrolet.com) or 314.602.4074

Linn Location – Lisa Lange, [lisa@jimbutlerchevrolet.com](mailto:lisa@jimbutlerchevrolet.com) or 314.403.5063

Chesterfield Location - Mindy Willis, [mindy@jimbutlerkia.com](mailto:mindy@jimbutlerkia.com) or 314.707.0677

Hanley Road & Watson Road Location – Diane Lewis, [diane@jimbutlerautoplaaza.com](mailto:diane@jimbutlerautoplaaza.com) or 314.308.8040

Neither Jim Butler Auto Group nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Jim Butler Auto Group.

You should be aware that workers' compensation fraud carries criminal and civil penalties, Jim Butler Auto Group offers a reward for tips that lead to convictions related to workers compensation fraud. Fraudulent claims cause our workers' compensation costs to rise, increasing our costs and makes our company less competitive when bidding jobs. If you have evidence of a fraudulent claim please report it immediately to your supervisor.

## **DIRECTION OF MEDICAL CARE**

For all work related injuries employees will be directed to the Company Physician which is located at the respective urgent care locations listed below as permitted by Missouri Workers Compensation Laws. Failure to use the Company appointed physician could result in the employee being responsible for all incurred bills.

Fenton Location:           St. Luke's Urgent Care  
774 Gravois Bluffs Blvd, Suite A  
Fenton, MO 63026  
636.343.5223

Linn Location:            Eastland Urgent Care  
915A Eastland Drive  
Jefferson City, MO 65101  
573.632.5825

Chesterfield Location: St. Luke's Urgent Care  
17421 Chesterfield Airport Road  
Chesterfield, MO 63005  
636.685.7720

Hanley Road Location: Total Access Urgent Care  
1005 S. Big Bend Blvd  
St. Louis, MO 63117  
314.449.8677

Watson Road Location: Total Access Urgent Care  
3802 S. Lindbergh Blvd  
St. Louis, MO 63127  
314.756.2041

### **ALL EMPLOYEE GENERAL SAFETY RULES**

1. Do not block or obstruct stairwells, exists or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
2. Straighten or remove rugs and mats that do not lie flat on the floor.
3. Use a ladder or step stool to retrieve or store items that are located above your head.
4. Use the handle when closing doors, drawers and files.
5. Obey all posted safety and danger signs.
6. Use caution sighs/cones to barricade slippery areas such as freshly mopped floors.
7. Do not run on stairs or take more than one step at a time.
8. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
9. Do not tilt the chair you are sitting in on its back two legs.
10. Use handrails when ascending or descending stairs or ramps.
11. Do not stand in front of closed doors.
12. Walk around wet, icy, slick or oily areas if possible.
13. If required to cross a slippery surface, walk slow and flat-footed. Hold onto a handrail or solid object, if present, to maintain balance.
14. Use provided aisles, walkways or sidewalks. Do not take shortcuts.
15. Clean shoes of ice, water, mud, grease or other substances that could cause a slip or fall.
16. Pull merchandise carts through areas of restricted visibility.
17. Use a flashlight, turn on lights or take time for eyes to adjust when entering a dark room or dim surroundings.
18. Do not move faster than conditions allow on slippery surfaces or in congested areas.
19. Open one file cabinet drawer at a time.
20. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.
21. Ensure machinery or equipment is shut down for maintenance.
22. Ensure that refuse, spills, and waste material do not accumulate at the workplace.

## **AUTO REPAIR TECHNICIANS**

### **Safety Requirements**

1. Safety shoes will be worn by all employees working in the mechanical production area. Safety shoes are a leather work shoe/boot with slip resistant soles.
2. In order to prevent injury from hot automotive parts, pick up the part using gloves, heat resistant pads or dry rags.
3. Wear safety glasses when working in the shop area.
4. Use a flexible exhaust hose to vent engine exhaust to the outside when the shop bay doors are closed.
5. Remove dust and shavings from drum lathes with a dust pan and broom or vacuum cleaner on a daily or job by job basis. Do not use your bare hands.
6. Dump gasoline and other liquid chemical waste into containers labeled "Flammable Waste" from containers labeled "Flammable".
7. Attach the pressure reducing nozzle that is labeled "Reduces Pressure to 30 psi" to the air hose when using compressed air to clean. Wear safety goggles when using compressed air to clean.
8. When lifting batteries or other heavy objects from the engine compartment of a vehicle, use the following procedures:
  - 1) Press your thighs against fender by leaning into vehicle.
  - 2) Grasp the object by lifting with both hands.
  - 3) Keep the object close to body, with elbows close to body.
  - 4) Turn body using feet, not twisting at waist.
  - 5) Move the object to work bench and lower onto bench. Use arms to lower and do not ..... bend at waist.
9. When examining under the dash, use inspection mirrors. Do not twist your body or maintain an awkward posture when trying to look under the dash.
10. Drape a shop rag over the radiator cap before venting or removing the cap from the radiator.
11. Wear gloves, safety goggles when working with batteries.
12. Direct engine hand tools away from rotating fan blades when the engine is running.
13. Before "running" the vehicle for an engine analysis, engage the parking brake and use wheel blocks to "chock" the wheels of the vehicle.

### **Tire Service**

2. Do not inflate beyond the manufacturer's recommended tire capacity of air pressure when trying to seat the beads. If both beads are not completely seated when pressure reaches maximum capacity, completely deflate the assembly, reposition the tire and/or tube on the rim, relubricate and reinflate.
3. Inspect both sides of the tire to be sure that the beads are evenly seated.
5. Replace a tire on a rim with another tire of exactly the same rim diameter designation and suffix letters.
6. Do not mount or use tires, tubes, wheels or rims that are split, cracked, cut or contain signs of other structural defects.
7. Wear leather gloves when removing rocks, glass and other foreign materials from the inside of the tire.

## **BODY SHOP**

### **Safety Requirements**

1. Safety shoes will be worn by all employees working in the body shop. Safety shoes are a leather work shoe/boot with slip resistant soles.
2. Eating in the body shop is strictly prohibited. The presence of paint, chemicals and dust make eating in the area a health hazard.
3. All floors will be kept in a clean, dry and free of slip and trip hazards.
4. All open sided floors 4 feet or more above the lower level will have a standard guardrail at 42 inches and include a mid rail, or other similar protection.
5. All ladders used in the operation shall be sturdy, free of defects and equipped with slip resistant feet.
6. Keep your work area as clean as possible at all times. Air hoses and extension cords need to be rolled up when not in use. Return shop tools and equipment to its proper place when you're done with it. Discard any broken and metal parts as soon as possible. Keep your floor clean and clear of debris and loose parts. Part Carts have been provided to keep parts up off the floor until they can be discarded.

### **Frame Benches**

- Keep the racks clean
- Use extreme caution when pulling on, off and when lifting and securing a vehicle
- Safety chains and/or cables must be used when pulling

### **Spray Booth**

1. All painting operations shall be conducted with the exhaust system operating properly.
2. Filters will be inspected and replaced at regular intervals. You will know that the system filters are not working at proper efficiency by checking the flow meter.
3. Mechanical ventilation will not circulate contaminated air.
4. Spray booth must be completely ventilated before beginning drying operations.
5. Spray area will be free of flames sparks, electrical motors and other ignition sources.
6. Only hazardous atmosphere approved, portable lamps will be used in the spray booth area.
7. All chemical and paint containers used in the area must be labeled with identifying information.
8. All flammable solvents in excess of five gallons must be bonded and grounded.
9. The amount of solvents and chemicals available in the area must be limited to one days use (max 40 gallons on floor at one time). All excess amounts must be stored in an appropriate chemical storage cabinet.
10. All small quantities of flammable liquids must be in an approved UL container.
11. NO SMOKING IN THE PAINT BOOTH! – Although there is no smoking in ANY Jim Butler Auto Group facilities we feel that it bears special emphasis in this section. Signs are posted in the area.
12. Sprinkler heads must be kept clean of paint. A fire extinguisher must be readily available and accessible.

## **PERSONAL PROTECTIVE EQUIPMENT FOR ALL SHOP EMPLOYEES**

1. All employees in the shop must wear approved safety eye protection
2. Chemical goggles will be worn for operations where there is potential for the splashing of chemicals. This includes the transfer of solvents to smaller containers and transfer of windshield washer fluid.
3. Approved respirators must be worn when performing painting operations or grinding operations on paint.
4. Hearing protections must be worn when performing painting operation, grinding or hammering on parts.



5. Safety gloves are available for hand protection. They must be worn for the following operations:
  - working with torches
  - grinding
  - welding
  - working with hot parts
  - when handling sharp material
6. Respirators must be cleaned after use, inspected and stored in a sanitary manner.
7. Employees wearing respirators must be trained prior to use. ANY EMPLOYEE WEARING A RESPIRATOR MUST complete a medical questionnaire and be medically cleared.
8. Employees wearing respirators must be clean shaven.

## **AUTO LIFT (HOIST) SAFETY**

As one would expect from such a large and powerful piece of equipment, auto lifts have the potential to cause serious injury and even death. Jim Butler Auto Group will ensure that you have been trained in safe work procedures before using a lift. A documented inspection of the lift needs to be done AT LEAST monthly

### ***Rules for Safe Operation***

1. Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a car or truck into the service bay.
2. Position the lift arms, adapters and supports to the center of the lift out of the way of the car's tires before driving the vehicle into the service bay.
3. Do not stand in front of a vehicle being driven into the service bay.
4. Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.
5. Do not use wood or concrete blocks as a substitute for an extender.
6. Use wheel blocks to chock the wheels of any vehicle on a runway lift while the vehicle is on the lift.
7. Do not leave the controls unattended while the lift is in motion.
8. Do not block or "tie open" the lift's control while the lift is in motion.
9. Do not use the engine or transmission supports or stands as a substitute for jack stands.
10. If the vehicle begins to slip off of the lift, run in the opposite direction of the fall, but not toward a wall or work bench that might trap you between the object and the vehicle.
11. Before you lower the vehicle, remove tool trays, jack, engine and transmission stands, and any other obstructions from under the vehicle.
12. Before removing the vehicle from the service bay, position lift arms and supports to the center of the lift away from the wheels of the vehicles.
13. Do not "tie down" or override the air or control valves of the lift.
14. Do not exit the vehicle while the lift is raised.
15. When raising a vehicle, use the following procedure:
  - 1) Use the lift to raise the vehicle about one foot off the ground, then moderately push the rear or front bumper of the vehicle to ensure that the vehicle frame is stably mounted on the lift support's contact pads.
  - 2) If the frame of the vehicle is not firmly touching a support contact pad, or is slipping, immediately lower the vehicle and start over.

3) Once the vehicle is secure on the lift, lift the vehicle to the desired work height and ..... visually check those contact points for misalignment before going under the vehicle.

16. As you raise the vehicle, you will hear a "clicking" noise which indicates that the lift's locking device is engaging. If you do not hear the "clicking" noise, stop the lift, fully lower the vehicle and use another lift. Place an "Out of Service" tag on the control switch of the damaged lift and do not use it.
17. If you will be working under a lift that will be positioned at a point below where the lift's locking device engages, place four jack stands under the vehicle's frame or suspension for additional support before working under the vehicle.
18. When using floor jacks it is mandatory to use a jack stand for additional support. In addition, the emergency brake must be engaged and the wheels must be chocked.

## **WORKING AROUND VEHICLES**

Service mechanics have been seriously injured or killed by moving vehicles, both in the service area and in the parking lot. Vehicle movements can be difficult to predict - a driver may start or stop suddenly or steer the vehicle in a direction you do not anticipate.

### ***Safe work rules around vehicles***

1. Never walk or stand directly behind or in front of a vehicle with a driver behind the wheel, either in the service area or parking lot.
2. Make eye contact with the driver and keep him or her in your line of sight.
3. Stay clear of vehicles in motion.
4. Stand off to the side when directing vehicles.

## **DRIVING CUSTOMER CARS**

Driving vehicles with which you are unfamiliar, or that may be at the dealership because of defects in essential safety features such as brakes or steering, requires extra care and attention to prevent accidents.

### ***Rules for preventing accidents in Vehicles***

1. Adjust the seat, steering wheel, and mirrors so you can drive safely and comfortably.
2. Familiarize yourself with features such as lights, turn signals and windshield wipers before putting the vehicle in motion.
3. Wear your seat belt no matter how short the distance.
4. Follow the rules of the road.
5. Be alert - anticipate road conditions and the actions of other drivers.

## **TOOLS AND EQUIPMENT, GRINDING AND WELDING**

The tools of the trade in a car dealership service area, from hand tools to power tools, grinders and welding equipment have the potential to cause serious injury. Jim Butler Auto Group Auto Group is responsible for ensuring that you are properly trained in how to use each tool or piece of equipment before you are expected to use it.

1. Employees shall not use tools and machinery unless they have been authorized and instructed in their use by their supervisor or proper person.
2. When working near or using power tools or machinery, loose articles of clothing and dangling jewelry shall not be worn. Hair shall not be allowed to cover one's eyes and shall be sufficiently contained along the sides and back.
3. All safety areas around stationary tools and machinery shall be observed.
4. All electrical tools shall be properly grounded by using 3 wire conductors or shall be a double insulated tool.
5. The proper tool shall be used for the job that is being performed.
6. Guards shall remain over couplings, shafts, belts, etc., at all times, unless the machinery is properly locked out.
7. Do not abuse or improperly use tools and machinery. Strictly adhere to all tool and machine capacities.
8. Defective machinery or tools shall be reported to your supervisor or proper person for repair and correction of the defect. All equipment under repair shall be locked out and properly noted until the work has been completed.
9. Under no circumstances are tools to be thrown from place to place or from person to person.
10. Power tools shall be disconnected from the power source before being adjusted repaired or left unattended.
11. All of the saws have guards over the blades. Jim Butler Auto Group believes in the use of guards and they must not be removed except in operations that will not permit the use of the guard.
12. Do not pass behind or talk to anyone operating a saw.
13. After using a piece of equipment clean up the area.
14. Put all tools away when finished using them.

### ***Hand tool hazards:***

1. Chisels and wedges with mushroomed heads
2. Split or cracked handles
3. Chipped or broken drill bits
4. Wrenches with torn-out jaws
5. Tools with parts missing

### ***Power tool hazards:***

1. Broken or inoperative guards
2. Insufficient or improper grounding due to damage on double-insulated tools
3. No ground wire on plug or cords of standard tools
4. Defective on/off switch
5. Tool blade cracked
6. Wrong parts used (for example, grinding wheel)

**General safety rules:**

1. Inspect all tools prior to use
2. Follow safe work procedures
3. Never use a defective tool
4. Report all defective tools to your supervisor and mark them not to be used

**Grinding safety tips:**

1. Follow safe work procedures for which you have received adequate training
2. Wear eye, hearing and respiratory protection
3. Ensure that dust control is in place
4. Do not grind on the side of the wheel
5. Do not stand directly in front of the grinding wheel when it is first started

**Welding, cutting and burning safety tips:**

1. Follow safe work procedures for which you have received adequate training
2. Wear flame-resistant clothing and other personal protective equipment (eye and hearing protection and gloves)
3. Check that you are working in an area with adequate ventilation
4. Alert other workers in the area and utilize proper precautionary measures.
5. Check that a fire extinguisher is on hand
6. Check that the welding area is free of combustible material and flammable vapors monitor sparks
7. Use fire-resistant materials to control or contain slag and sparks
8. Carry out gas tests when working in a confined space
9. Cover your ears when welding to prevent ear damage from slag. If you wear a cotton welder's cap, concentrate on fit rather than style. The cap should be capable of covering your ears. For added protection, some welders turn their cap brim to the side of their head that is most prone to the shower of sparks.
10. Oxygen and Acetylene when not in use will be stored 20 feet apart of one another.
11. All cylinders will be chained in the upright position and the valve stem caps will be securely in place when the cylinder is not in use.
12. Employees will use proper face and eye shielding when welding – shaded goggles and welding hood.
13. Only approved oxy-fuel gas systems will be used on tanks. These systems must have back flow and flash back valves incorporated. DO NOT use unapproved valve systems – ask your manager if you are not sure if the system being used is approved.

## **OFFICE SAFETY**

1. Close drawers and doors immediately after use.
2. Do not kick objects out of your pathway; pick them up or push them out of the way.
3. Put heavy files in the bottom drawers of file cabinets.
4. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
5. Keep floors clear of items such as paper clips, pencils, tacks or staples.
6. Carry pencils, scissors and other sharp objects with the points down.
7. Do not use extension or power cords that have the ground prong removed or broken off.
8. Point the ejector slot away from yourself and bystanders when refilling staplers.
9. Do not connect multiple electrical devices into a single outlet.
10. Do not throw matches, cigarettes or other smoking materials into trash baskets.
11. Keep doors in hallways fully open or fully closed.
12. Use a staple remover, not your fingers, for removing staples.
13. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
14. Do not use fans that have excessive vibration, frayed cords or missing guards.
15. Do not place floor type fans in walkways, aisles or doorways.
16. Do not use frayed, cut or cracked electrical cords.
17. Do not store or leave items on stairways or walkways.
18. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket
19. Use a stepladder rather than a chair or crate to reach high items.

## **FIRE PREVENTION AND PROTECTION**

Fire prevention rules will be followed at all times. All firefighting equipment should be located, free for access, periodically inspected and maintained in good working order. Appropriate emergency telephone numbers must be posted and easily located.

1. SMOKING IS NOT ALLOWED IN ANY BUILDING AT OUR FACILITIES.
2. Welding, cutting and brazing will be done with all flammable and combustible materials removed from the area. A fire watch will be posted for the duration of operations when flammables and combustibles cannot be removed from the area. The fire watch will remain ½ an hour after the operation ends.
3. All trash and debris containers will be emptied at least daily.
4. All fuels, solvents and flammable/combustible must be stored in an appropriate ANSI approved container.

If you are ever in doubt about your ability to fight a fire you are to immediately evacuate the area. The following are details regarding how to use a fire extinguisher:

1. When fighting a fire always position your body between the fire and the exit path– NEVER let the fire get between you and the exit.
2. Use the **PASS** method for operating an extinguisher (after breaking the seal):

**P**-ull the pin

**A**-im at the base of the fire

**S**-queeze the trigger mechanism

**S**-weep in a back and forth motion

3. Position yourself back about 8 feet from the fire
4. Make the first shot count, aim wisely, you will only have between 3 and 20 seconds worth of extinguishing agent.
5. If you expend an entire extinguisher on a fire and it is still not extinguished – evacuate the area/building – the fire is too much to be controlled by an extinguisher.
6. Use the appropriate type extinguisher for fighting the fire. We have ABC extinguishers that are appropriate for extinguishing any fire you will encounter on our jobsites.
7. After the seal on an extinguisher is broken the extinguisher must be serviced – even if the fire only uses a little of the extinguishing agent. This is because the extinguisher will continue to lose pressure and will not be effective for the next fire.
8. The operator must perform a monthly inspection of fire extinguishers – ensure that the gauge reads in the full range, there is no visible signs of leaks and that there are no signs of damage. If there is a deficiency report the extinguisher to your supervisor. If the extinguisher passes - sign the back of the tag acknowledging that it has been inspected
9. Do not remove an extinguisher from its station – people count on extinguishers to be there when they are needed.

NEVER try to be the hero – if the fire seems too big LEAVE THE AREA immediately and alert all others to the situation.

10. In the event of an emergency that requires evacuation from the jobsite employees are required to report to the “top onsite officials” work truck for a headcount (as long as the emergency permits without putting the employee in danger). Employees should shut down equipment in a safe location and evacuate in an orderly fashion.

## MATERIAL HANDLING

Improper handling and lifting of heavy or bulky objects are a major source of strains, sprains, neck and back injuries, and hernias. Any of these injuries can affect you for weeks, months or even years.

### **Examples of Hazards:**

- Reaching
- Lifting
- Pushing or Pulling

### **Safety rules for lifting properly**

Most handling and lifting injuries can be avoided by using proper lifting techniques.



## Slips Trips and Falls

Slips, trips and falls may sound like minor accidents, but they can result in a sprain, fracture or head injury that could keep you off work for a long time.

### Examples of Hazards:

- Spills (oil, water, other fluids)
- Cluttered walkways and work areas
- Ladders and stairways

### Work Rules for Preventing Slips and Falls

1. Wear well-fitting non-slip footwear.
2. Keep walkways and work areas clear of tools, boxes, and other clutter.
3. Clean up spills right away or mark the area to warn others and report the Spill to the person responsible for ensuring the spill is cleaned up.
4. Don't carry more than you can safely handle. The weight limit for the dealership is 50 pounds. If you lift more than 50 pounds you must either do a team lift or use a device for lifting.
5. Be sure you can see where you are going when carrying large items.
6. When stocking shelves, place heaviest items at knee to chest level.
7. Use a stepladder rather than a chair or crate to reach high items.



## HAZARDOUS MATERIALS

Many chemicals used in car dealerships may cause conditions ranging from minor skin irritation to serious injury and disease. The dealership will take every precaution in advising you on the dangers associated with the chemicals with which you work. Further, chemicals will be properly labeled with important information and we will provide MSDS sheets – which are chemical safety sheets regarding the hazards. These MSDS's are available for your review.

### Examples of Hazards:

- Solvents for cleaning engine parts
- Acids for metal preparation
- Body filling products involving cream hardeners, lead and zinc
- Paint mixing including solvents, isocyanates, lead and chromate



***When working with chemicals* you should be able to answer these 3 questions:**

1. What are the hazards of the product you are using?
2. How do you protect yourself?
3. What should you do in case of an emergency or spill?

#### **Work rules for Chemical Safety**

1. ALWAYS Read the labels and the MSDSs that accompany chemicals.
2. Use non-toxic non-flammable products when possible
3. Use the chemical only as directed.
4. Follow safe work procedures.
5. Use personal protective equipment (for example, clothing, rubber gloves, goggles and/or face shields) as recommended by the manufacturers and required by Jim Butler Auto Group.
6. Be sure you are working in an adequately ventilated area with approved fire protection.
7. Do not do "hot work" where flammable chemicals are in use or stored.
8. Check that first aid is available.
9. Store chemicals in a properly ventilated, locked area and post warning signs.

#### **Material Safety Data Sheet**

These information sheets provide detailed information about the content, hazards and emergency response measures for the controlled product. MSDS must be available to you for any controlled product to which you may be exposed. The supplier and/or the employer provide the MSDS.

#### **PROGRESSIVE DISCIPLINE / CORRECTIVE ACTION**

The following plan is designed to provide a consistent, flexible and fair method of responding to and correcting problems. Its objectives are:

- To assure one consistent approach to discipline, used and understood by everyone
- To assure fair and equitable treatment for all
- To provide an opportunity for correcting behavior
- To provide for review of severe corrective actions
- To provide documentation of the type and nature of all corrective actions

The company's corrective action plan contains four stages to allow sufficient time for problems to be addressed. It is our conviction that, in all but a few cases, problems can be solved with discussion and instruction. With more difficult problems, however, the company reserves the right to by-pass all or some of these stages or, in its discretion, to issue more or less severe disciplinary action. Any employee committing an unsafe act and/or supervisory personnel condoning such an act may be subject to one or more of the following disciplinary measures:

- 1) Instruction
- 2) Written Warning
- 3) Final Warning/Suspension and
- 4) Termination of employment.

### **IN CLOSING**

We hope that you have a long and healthy career with Jim Butler Auto Group. We will do our part to help you by providing you with the Tools, Training and Motivation to prevent injuries and accidents from occurring. We hope that you will do your part by following the rules, reporting unsafe conditions and taking the necessary precautions to protect you, your co-workers and the general public.

## **Jim Butler Auto Group**

### **Commitment to Safety**

Jim Butler Auto Group Dealership is committed to a proactive health and safety program aimed at protecting our staff from injury and occupational disease. As an employer, we are responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective, manner. As an employee or contractor, you are required to work safely and to know and follow our company policies.

Our goal and responsibility is to be a leader in loss control management in our industry and to provide a healthy, injury-free workplace for all workers. By working together, we can achieve this goal.

Signature of employer: \_\_\_\_\_ Date: \_\_\_\_\_