

Sun City West Automotive Restoration Club Shop Safety Rules, Policies and Procedures

Purpose of this manual

The ARC of SCW will be actively involved and vigilant in maintaining a safe workplace for our membership and the community. The purpose of this shop safety manual is to provide guidelines for our membership that will promote the safest possible environment for our auto restoration hobby. All ARC members are required to read, understand, and review often, the safety rules contained in the following pages. In addition, all members will be required to complete the ARC Shop Safety Class before they can work in the shop area. Reading this manual and attending the shop safety class, however, does not replace the requirement of completing training classes on specific pieces of equipment, such as welders and automotive lifts. Always remember, accomplishing the job must never take precedence over doing it safely.

Equipment Training and Certification

During operating hours, no one, other than guests on a tour, Rec Center and Fire/EMS personnel, will be allowed to enter the shop area without first completing a mandatory Basic Shop Safety Course. The ARC of SCW will contain many types of tools, equipment and machinery (TEM) with the potential to cause serious injury or death. Each TEM will be evaluated by the Safety Committee and assigned a hazard grade. Training/certification will be required prior to a member using that TEM. By way of example, a metal shear might be a grade of five due to its potential for serious injury, as opposed to a torque wrench which would be graded a one. TEM usage will be 'locked out' to members who have not completed the safety class for that particular tool. The Safety Committee will determine which TEM's will require a specific safety class. If a member brings his own TEM to use in the shop, it must be inspected by the monitor or a safety committee member prior to use. If the TEM is then considered to be unsafe, it will not be allowed in the shop. In addition, the club member must be certified on that TEM.

General Shop Safety Rules

1. Do not block or obstruct stairwells, exits or access to safety and emergency equipment such as fire extinguishers or fire alarms.
2. Use a ladder or step stool to retrieve or store items that are located above your head.
3. Obey all posted safety and danger signs.
4. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.
5. Do not use appliances, tools or extension power cords that have the ground plug removed or broken off.
6. Do not connect multiple electrical devices into a single outlet.
7. Do not use any equipment that has been tagged as broken or under repair.
8. If a piece of equipment malfunctions or breaks while you're using it, immediately place a 'Broken, Do Not Use' tag on the device and then add it to the repair list at the monitors desk.
9. Other than entering or exiting, if a vehicle engine has to be run inside the shop area, a flexible exhaust hose must be used to vent all exhaust gasses to the outside.

10. **Make sure to turn off power to all equipment when finished using it.**
11. **Never remove safety devices from any piece of equipment in the shop, and never perform makeshift repairs to tools.**
12. **No one under the influence of alcohol, illegal drugs, or certain prescription medications that negatively effect the ability to operate machinery, is allowed to work in the shop.**
13. **No hazardous materials are allowed in the building, except those approved by the Safety Committee. MSDS information will be kept on file in the shop for all approved hazardous materials.**
14. **Weapons, such as guns or illegal knives are not allowed on club property.**
15. **Any accidental spills of fluids on the shop floor must be cleaned up immediately to prevent slip and fall.**
16. **Turn tools off before plugging or unplugging them and never leave tools that are turned on unattended.**
17. **Slow down in the shop! Maximum vehicle speed in the shop is 3 MPH.**
18. **Always follow manufacturer safety recommendations for every tool in the shop and never try to operate a tool you are not certified on. Ask for help.**
19. **Fork lift truck drivers must have at least two 'spotters' to clear obstacles and keep people away from the operating area. Members must complete a safety and competency class before being allowed to operate the fork lift truck.**
20. **Anyone entering the shop for any reason must have on protective eye wear.**

Personal Safety Shop Rules

1. **Personal protective eye wear must be worn at all times in the shop area. This pertains to all visitors and guests as well. Safety glasses will be available at the monitors desk for guests and visitors.**
2. **Ear protective devices must be worn by members operating loud machinery, such as grinders, sanding belts or high speed air tools.**
3. **Heavy work or welding gloves must be worn when working with very sharp or extremely hot items in the shop area.**
4. **Members with long hair must keep it tied back when working in the shop area.**
5. **Proper shop attire must be worn at all times. No sandals, flip flops, loose fitting long sleeve shirts or sweaters, neckties or bolos, wrist chains or large rings are allowed. The only exception to this would be medical alert devices.**
6. **When lifting or moving heavy objects, try to use a truck dolly or fork truck if appropriate. Ask for help and always use proper body mechanics when lifting heavy objects.**
7. **If you feel mentally or physically fatigued, take some time off and rest up. Many accidents happen as a result of fatigue.**
8. **Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.**
9. **Protective air filter masks must be worn by members during any procedures that generate dust, dirt, paint or smoke particles, such as sanding, grinding, cutting with or without a torch, or painting. Masks will be available at the monitors desk.**

10. Welders and plasma cutters develop EMF (electro-magnetic forces), which can be dangerous to anyone who has an implanted cardiac device. Members, guests or visitors who have these medical devices must stay well away from these machines when operating.

Fire Safety

1. Learn and remember the location of all shop fire extinguishers and fire alarm boxes.
2. Do not block access to any stairwell, exit, fire extinguisher or fire alarm box in the building
3. Most small fires can be put out with shop fire extinguishers. RCSCW incident report form CR 20-5 must be filled out in these cases by a club officer, and submitted to the General Manager within 3 days. However, if a large fire occurs, activate the fire alarm box immediately and then help evacuate all persons from the shop.
4. Do not leave any flammable liquids or gasses in the shop, other than what may be in your vehicles systems.
5. Dispose of all oily rags safely, in an OSHA approved container.
6. Do not operate welders, cutting torches or grinders anywhere near fuel lines or gas tanks.
7. Keep all flammable materials well away from hot engines and exhaust systems.
8. Do not park any vehicles in designated fire lanes adjacent to the shop.
9. Make sure all compressed gas tanks are stored and transported properly, and that gas tank regulators are in safe working order, per DOT, OSHA, Building and Fire Codes and Standards.
10. There is absolutely no smoking or vaping allowed in the ARC of SCW facility. Smoking outside the building per SCW Rec Center rules.
11. Notify RCSCW safety personnel upon any deployment of a fire extinguisher. Remove used fire ext. from service and replace with unused extinguisher.

Medical Emergencies

1. If there is a life threatening medical emergency, call 911. Where appropriate, provide support until emergency responders arrive.
2. CPR and/or AED usage must only be performed by qualified members.
3. Never attempt to lift or move a patient unless it is to remove them from danger or further injury.
4. Immediately following the incident, RCSCW incident report form CR 20-5 must be completed by a club officer and then submitted to the General Manager within 3 working days.
5. Minor cuts and scrapes can be attended to with the first aid kit provided by the club.
6. An emergency eye wash is available in the shop for accidental splashes to the eyes.

Automobile Lift Safety

1. Automobile lifts are inherently dangerous. Therefore, lifts may only be operated by members who have successfully completed the lift safety class.
2. In addition, each lift operation must be directly supervised by the shop foreman or his/her designee

3. Preventive maintenance for all lifts will be done on a regular schedule by qualified shop maintenance personnel.

Welding Safety

1. Only members who have completed the club welding competency class will be allowed to use the welding equipment.
2. Appropriate welding helmets, gloves, face shielding and ventilation must be used when operating welders, torches and plasma cutters in the shop area.
3. Compressed gas tank handling, storage and transportation must comply with all DOT, OSHA, Building and Fire Codes and Standards.
4. At the end of each use, all compressed gas tank valves must be completely turned off. At days end, monitors must double check to see that all tank valves are securely closed.
5. Welding, cutting and grinding on a used fuel tank is prohibited.
6. Any member performing welding, grinding or cutting must ensure that all other people in the area are screened from flash (welding) or sparks from cutting, grinding or welding.
7. The oxy-fuel welding system must be equipped with back-flow and flashback valves.
8. Upon completion of the welding task, an inspection of the area must be performed before leaving the work area. In addition, that area should be monitored periodically during the 30 minutes following completion.
9. If another member is performing repairs to a fuel system in an adjacent stall, do not use a welder, grinder or cutting tool.

Fuel System Safety

1. When servicing a fuel system, have a fire extinguisher close at hand.
2. Relieve pressure from the fuel system.
3. Any captured fuel must be stored in an approved container and removed from the shop when the work is done.
4. Do not turn the ignition switch to on, or crank the engine with the fuel line disconnected.
5. If welding, cutting or grinding is being done in an adjacent stall, postpone your fuel system work until the other party is done.

Battery Safety

1. Take all safety precautions when removing vent caps from a battery.
2. Ensure that all electrical loads are off before disconnecting or reconnecting the terminals.
3. When removing or installing a battery, disconnect the negative cable first and reconnect it last.
4. When charging a battery, make sure the charger is off before connecting it.
5. When jumping a battery, obey the following instructions;
 - a. Check the owners manuals of the vehicle(s) to see if any special procedure is required to protect the electrical system.
 - b. Connect the cables to the positive terminal of the booster battery first, then the 'dead' battery.

- c. **Connect the negative terminal of the booster battery next, then attach it to a bracket or bolt on the vehicle with the dead battery.**
- d. **Start the boosting vehicle first, letting it run for a few minutes before attempting to start the disabled vehicle.**
- e. **When the procedure is completed, disconnect the negative cable from the disabled vehicle first, then from the booster vehicle. Then disconnect the red cables in any order.**

Shop Safety Committee

Per RCSCW CC&R's, any chartered club using hazardous tools or materials must establish a shop safety committee to oversee and enforce the clubs safety program. The safety director, appointed by the club executive board, will establish a voluntary committee from the membership, who will help maintain good shop safety practices. The safety director will also serve on the executive board of the club. All club safety rules must be approved by the shop committee, club executive board and the RCSCW Activities Manager. If a club member cannot or will not comply with the clubs safety operating rules, the board may suspend all or part of his or her privileges, after making a reasonable attempt at re-training.

