

REDUCING ILL HEALTH AND ACCIDENTS IN

CHECKLIST MVR

MOTOR VEHICLE REPAIR



Date of check

	✓	X	ACTION
MANUAL HANDLING Have activities involving the handling of heavy/bulky items been identified? Have employees been trained to handle heavy/bulky items safely?			DON'T allow unaided lifting or carrying of heavy or awkward items and equipment DO provide mechanical aids, eg engine hoists, trolleys for HGV tyres and gas cylinders DO train all employees to lift, carry and push/pull safely
SLIPS and TRIPS Are workshop and passageway floors in good condition, kept clear and free from tripping and slipping hazards?			DO provide non-slip floor surfaces. Repair holes and clear up spillages immediately DO keep work areas tidy and clean, and avoid trailing leads DO mark gangways and keep them clear
FALLS Are inspection pits and rolling roads clearly marked and protected? Are all stairs and ladders in good condition? Is it safe for people to work on raised storage areas and on the tops of commercial vehicles and trailer units?			DO mark edges of all openings in floors, eg pits and rolling roads, and fence or board them when not in use. DO control customer access into the workshop DON'T use broken ladders or stairs. DO inspect them regularly and repair if damaged DON'T use ladders on uneven/unstable ground. DO ensure that they can't slip DO prevent employees from falling when working at height
TRANSPORT Are vehicles driven slowly in/out and around the workshop? Are vehicles braked or chocked when parked?			DO keep vehicles and pedestrians apart, provide safe parking for customers and reduce the need for reversing DON'T leave vehicles unbraked or unchocked, eg when on vehicle lifts or sloping ground
FIRE and EXPLOSION Is all petrol-draining carried out using a fuel retriever and in a safe place away from pits/openings in the ground and sources of ignition? Are highly flammable paints and thinners kept in closed containers and stored properly when not in use? Are highly flammable paints sprayed only in a well-maintained booth or enclosure under adequate extraction?			DO use a proprietary fuel retriever/adaptor when draining petrol from tanks and lines DON'T drain petrol over or close to a pit or drain DON'T smoke, weld or carry out other hot work while removing petrol DO keep the tops/lids on containers of highly flammable liquids (HFLs) DO store containers of HFLs in a safe place in open air or a suitable storeroom DON'T store quantities of more than 50 litres of HFLs in the workroom DON'T spray HFL paints in the open workshop or where there is a risk of fire/explosion
PLANT and EQUIPMENT Are guards and other safety devices on machines/equipment in good condition and properly adjusted? Are all machines and equipment regularly serviced and maintained? Are lifts, lifting equipment, air receivers and steam boilers thoroughly examined by a competent person? Are vibration levels of hand-held power tools as low as possible?			DON'T use machines and equipment unless the correct safeguards are in position, eg guards and rests on grinding wheels; chuck and drill guards on pedestal drills; drive belts on compressors; toe protection on vehicle lifts; support pins on axle stands DO ensure that all equipment is maintained as recommended by the manufacturer DON'T use any vehicle lifts, lifting plant/equipment, compressors or steam boilers unless they have a valid certificate of inspection and thorough examination from a competent person DO buy and use reduced-vibration tools wherever possible and DO maintain them
ELECTRICAL SAFETY Is the mains electrical system in good condition? Has it been inspected? Are all plugs, extension leads and portable electric hand-held tools in good condition and regularly inspected? Is there a circuit breaker in the system for use with pressure washers?			DO have the fixed electrical system checked (recommended at least every five years) by a competent electrician. Records should be kept DO visually check portable tools, eg hand lamps, drills and grinders etc, before use and have them regularly tested by a competent person DON'T use pressure washers without an RCD or earth monitoring device. DO test it daily
ISOCYANATE-BASED PAINTS Is all paint spraying with isocyanates (mostly two-pack paints) done in a booth or enclosure under adequate extraction? Are the sprayers trained, provided with appropriate protective clothing and respirators, and under health surveillance?			DO regularly check the filters for the spray area and have the extraction system (LEV) tested at least every 14 months. Keep records of tests DO provide and maintain suitable air-fed masks/visors (RPE). Check the flow and quality of the air supply to RPE regularly. DON'T keep RPE in the spraying area when not in use DO train all sprayers and provide health surveillance supervised by a qualified person