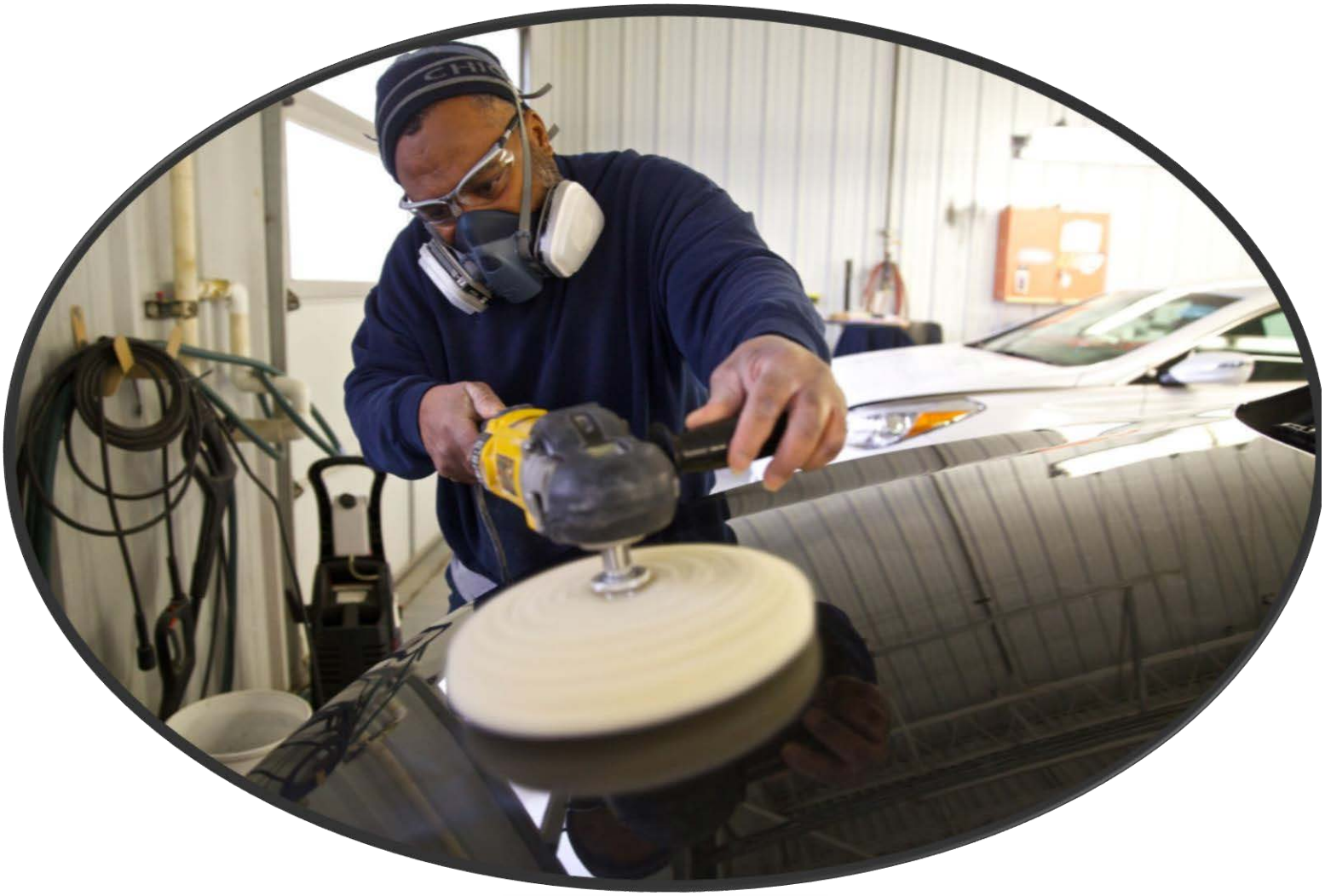
CARS
CAPITAL AUTOMOTIVE RECONDITIONING SERVICES

2018 SAFETY MANUAL



MARCH 1, 2018

CARS RECONDITIONG INC.
124 1st Ave. South Franklin, TN 37067

Welcome to CARS Recon, INC. Safety Program

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Manager/Supervisor Expectations

Managers and Supervisors

A fundamental principle for achieving effective safety performance is that managers and supervisors must see themselves as personally responsible for the safety of their employees. The use of safe methods by employees requires positive action on the part of each manager and supervisor. They must assure that employee performance in all operations avoids personal injury and damage to property, equipment, and material. A manager/supervisor represents management and therefore, employees interpret his/her attitude toward the safety program as that of management.

Therefore, a facility Manager/Supervisor is expected to:

1) Establish and communicate annual safety goals for the department and provide feedback on performance.
2) Utilize new employee safety orientation booklet and ensure sign off sheet has been completed and sent to Human Resources for filing.
3) Use CARS Detail Shop Driving Policy and ensure employee sign off.
4) Utilize the Department's Observation Checklist weekly and provide feedback on results.
    a. Also, help to customize checklist as per special departmental needs.
5) On a daily basis, observe and provide feedback to employees when expectations are either met or not met.
6) Develop/implement a department specific training program to teach critical behaviors and meet OSHA standards.
7) Conduct safety meetings weekly with signup sheets to track attendance and topics discussed.
8) . Insist on proper use and preventive maintenance schedule of machines, tools, equipment, and physical facilities.
9) If an injury occurs the manager/super- visor should promote injury management practices including:
    a) Rendering first aid.
    b) Directing employee to appropriate medical provider if needed.
    c) Immediately notify Human Resources of incident.
    d) Properly complete Supervisor's Incident Report and turn in within 24 hours.
    e) Provide modified duty as per Return to Work policy.
    f) Identify causes of incident and take corrective action.
    g) Conduct weekly safety inspection of their area utilizing the department specific inspection form.

Orientation Checklist

Detail Shop Employee & Temporary Employee Orientation (PLEASE PRINT)

Employee:

Supervisor:

The following items should be reviewed with each new department employee. The supervisor and employee should sign the bottom of the page. This document should be filed as proof of orientation. Topics covered include:

1) Proper personal protective equipment requirements including how to wear, adjust, remove, care, and disposal.
2) How to acquire and replace personal protective equipment.
3) The entire shop is an area where eye protection is required at all times.
4) The chemicals that are used in the vehicle reconditioning process and what personal protective equipment should be used in each stage of the process. These chemicals include but not limited to: wheel cleaner, degreaser, adhesive and tar remover, car soap, all-purpose cleaner, glass cleaner and buffing compounds.
5) The location and use of eye wash stations.
6) The location of Safety Data Sheets (SDS) for the chemicals used.
7) How to obtain information off a SDS.
8) The proper labeling of secondary containers (i.e., spray bottles, drop lines, buckets, pump sprayers, etc.).
9) The shop is a NO SMOKING AREA and the location of designated smoking areas.
10) Vehicles are not to be left running in the shop.
11) Moving a vehicle only with all doors and hood closed.
12) Horns are sounded before vehicle movement.
13) Three-point contact is used when exiting vehicles, stepping off bumpers, running boards, and truck beds.
14) When cleaning truck beds employee should stand on ground or in the bed.
15) Procedures for jump starting vehicles.
16) Policy and safety video for pushing vehicles (three or more employees).
17) Detail shop driving policy and acknowledgment form .
18) No vehicles should be running inside the shop.
19) Proper use and disposal of razor blades.
20) Proper procedures for handling medical sharps.

21) Injury and property damage reporting procedures, including the location of listed physician panels where required by the state.
22) How to obtain first aid supplies and the proper procedures for reporting any injury to the supervisor.
23) Daily housekeeping expectations.
24) Policy prohibiting food, cigarettes, and open drink containers on carts or workstations.
25) Emergency evacuation procedures including alarms, exit routes and rallying points.
26) The location of restrooms, break room, and personal storage areas.
27) Report all accidents to your supervisor immediately.
28) Safety Vest Policy- vests must be worn whenever an employee's leaves the shop and are out on the lot.
29) Policy regarding the use of cell phones during work.
30) No Temporary employee should be driving a vehicle at any time, only CARS Recon authorized drivers are to move vehicles.
31) Required to attend and participate in weekly safety meeting & training, must follow all safety protocols.
32) _____
_____
_____

Employee signature: Date:

Supervisor signature: Date:

Orientation Checklist

Body Shop Employee Orientation (PLEASE PRINT)
Employee:

Supervisor:

The following items should be reviewed with each new department employee. The supervisor and employee should sign the bottom of the page. This document should be filed as proof of orientation. Topics covered include:

1) The location of Safety Data Sheets (SDS) for the chemicals used in the shop.
2) How to obtain information off a SDS.
3) The proper labeling of secondary containers.
4) The shop is a NO SMOKING AREA and shown the area that smoking is allowed.
5) The location and use of eye wash stations.
6) Proper personal protective equipment requirements including how to wear, adjust, remove, care, and disposal.
7) How to acquire and replace personal protective equipment.
8) The proper use and care of grinders.
9) The used oil filter receptacle is not to be used for trash.
10) The proper means for cleaning fluid spills.
11) How to obtain first aid supplies and the proper procedures for reporting any injury to the supervisor.
12) Daily housekeeping expectations.
13) Policy prohibiting food, cigarettes, and open drink containers on carts or workstations.
14) Policy on Safety Vests- Vests is to be worn anytime you are outside of shop and are on the lot.
15) Driving policy and acknowledgment form completed. Only Authorized drivers should be moving vehicles.
16) Emergency evacuation procedures including alarms, exit routes and rallying points.
17) The location of restrooms, break room, and personal storage areas.
18) Report all accidents to your supervisor immediately.
19) Must attend and participate in weekly Safety meetings and follow all safety protocols

Employee signature: Date:

Supervisor signature: Date:

Orientation Checklist

Paint Shop Employee Orientation (PLEASE PRINT)
Employee:

Supervisor:

The following items should be reviewed with each new department employee. The supervisor and employee should sign the bottom of the page. This document should be filed as proof of orientation. Topics covered include:

1) Proper personal protective equipment requirements including how to wear, adjust, remove, care, and disposal.
2) How to acquire and replace personal protective equipment.
3) Situations where eye protection is required at all times.
4) The location and use of eye wash stations.
5) The location of Safety Data Sheets (SDS) for the chemicals used.
6) How to obtain information off a SDS.
7) The proper labeling of secondary containers (i.e., spray bottles, drop lines, buckets, pump sprayers, etc.).
8) The shop is a NO SMOKING AREA and the location of designated smoking areas.
9) How to obtain first aid supplies and the proper procedures for reporting any injury to the supervisor.
10) Daily housekeeping expectations.
11) Policy prohibiting food, cigarettes, and open drink containers on carts or workstations.
12) Emergency evacuation procedures including alarms, exit routes and rallying points.
13) The location of restrooms, break room, and personal storage areas.
14) The paint mix room door remains closed at all times.
15) No open containers in paint mix room, at reducing tables, workstations, and in paint booths.
16) Removing battery carts and jump boxes from the area before application of paint.
17) Report all accidents to your supervisor immediately.
18) Safety Vest Policy- Safety vests must be worn outside of shop and on auction lot.
19) Must attend weekly safety meeting.
20) Only CARS authorized drivers are to move vehicles in/ out of shop.

Employee signature: Date:

Supervisor signature: Date:

Orientation Checklist

Paint Shop Employee Orientation (PLEASE PRINT)

Employee:

Supervisor:

The following items should be reviewed with each new department employee. The supervisor and employee should sign the bottom of the page. This document should be filed as proof of orientation. Topics covered include:

1) Proper personal protective equipment requirements including how to wear, adjust, remove, care, and disposal.
2) How to acquire and replace personal protective equipment.
3) The entire shop is an area where eye protection is required at all times.
4) The chemicals that are used in the vehicle reconditioning process and what personal protective equipment should be used in each stage of the process. These chemicals include but not limited to: wheel cleaner, degreaser, adhesive and tar remover, car soap, all-purpose cleaner, glass cleaner and buffing compounds.
5) The location and use of eye wash stations.
6) The location of Safety Data Sheets (SDS) for the chemicals used.
7) How to obtain information off a SDS.
8) The proper labeling of secondary containers (i.e., spray bottles, drop lines, buckets, pump sprayers, etc.).
9) The shop is a NO SMOKING AREA and the location of designated smoking areas.
10) Vehicles are not to be left running in the shop.
11) Moving a vehicle only with all doors and hood closed.
12) Horns are sounded before vehicle movement.
13) Three-point contact is used when exiting vehicles, stepping off bumpers, running boards, and truck beds.
14) When cleaning truck beds employee should stand on ground or in the bed.
15) Procedures for jump starting vehicles.
16) Policy and safety video for pushing vehicles (three or more employees).
17) Detail shop driving policy and acknowledgment form.
18) No vehicles should be running inside the shop.
19) Proper use and disposal of razor blades.

20) Proper procedures for handling medical sharps.
21) Injury and property damage reporting procedures, including the location of listed physician panels where required by the state.
22) How to obtain first aid supplies and the proper procedures for reporting any injury to the supervisor.
23) Daily housekeeping expectations.
24) Policy prohibiting food, cigarettes, and open drink containers on carts or workstations.
25) Emergency evacuation procedures including alarms, exit routes and rallying points.
26) The location of restrooms, break room, and personal storage areas.
27) Report all accidents to your supervisor immediately.
28) Safety Vest Policy- vests must be worn whenever an employee's leaves the shop and are out on the lot.
29) Policy regarding the use of cell phones during work.
30) No Temporary employee should be driving a vehicle at any time, only CARS Recon authorized drivers are to move vehicles.
31) Required to attend and participate in weekly safety meeting & training, must follow all safety protocols.
32) _____
_____
_____

Employee signature: Date:

Supervisor signature: Date:

Orientation Checklist

Mechanic Shop Employee Orientation (PLEASE PRINT)

Employee:

Supervisor:

The following items should be reviewed with each new department employee. The supervisor and employee should sign the bottom of the page. This document should be filed as proof of orientation. Topics covered include:

1) The location of Safety Data Sheets (SDS) for the chemicals used in the shop.
2) How to obtain information off a SDS.
3) The proper labeling of secondary containers.
4) The shop is a NO SMOKING AREA and shown the area that smoking is allowed.
5) The location and use of eye wash stations.
6) Proper personal protective equipment requirements including how to wear, adjust, remove, care, and disposal.
7) How to acquire and replace personal protective equipment.
8) The proper use and care of grinders.
9) The used oil filter receptacle is not to be used for trash.
10) The proper means for cleaning fluid spills.
11) How to obtain first aid supplies and the proper procedures for reporting any injury to the supervisor.
12) Daily housekeeping expectations.
13) Policy prohibiting food, cigarettes, and open drink containers on carts or workstations.
14) Policy on Safety Vests - Vests are to be worn anytime you are outside of shop and are on the lot. Driving policy and acknowledgment form completed. Only Authorized drivers should be moving vehicles.
15) Emergency evacuation procedures including alarms, exit routes and rallying points.
16) The location of restrooms, break room, and personal storage areas.
17) Report all accidents to your supervisor immediately.
18) Must attend and participate in weekly Safety meetings and follow all safety protocols

Employee signature: Date:

Supervisor signature: Date:

Hazard Communication Program

In order to comply with Occupational Health and Safety Regulations, 29 CFR 1910.1200, Hazard Communication Regulation; the following written Hazard Communication Program has been established for all departments of the company that are included with this program. The written program will be available in the departments for review by any interested employee. The original file will be kept in the Safety Coordinator's office.

1. HAZARD DETERMINATION

Cars Recon Inc. will rely on the Chemical Safety Data Sheets (SDSs) for the Hazard Determination.

1.1 The Safety Coordinator will inspect all SDSs received for purchased chemicals, contractor owned chemicals, and chemicals employees can bring into the work place, to assure that they are in compliance with 1910.1200 (g) of the standard.

1.2 If the SDS does not meet our Approved Products Sheet, the Purchasing Supervisor shall inform the manufacturer of the deficiency and secure an updated SDS that meets our specifications.

1.3 Employees are not allowed to bring in chemicals or consumer products.

2. CONTAINER LABELING

The following labeling systems will be used

2.1 Chemical Manufacturer's Labeling System

2.2 HMIS (Hazardous Material Identification System)

2.3 The Receiving Supervisor will verify that all containers received for use will:

2.3.1 Be clearly labeled as to the contents.

2.3.2 Note the appropriate health hazard warnings.

2.3.3 List the name and address of the manufacturer.

2.3.4 Delivery will be refused for all unlabeled containers bearing no labels, illegible or defaced labels.

2.4 The Department Supervisor will label any container in inventory not labeled in order to be in compliance with 1910.1200. E, F, and G.

2.5 It is the policy of this company that no container will be released for use until the above data is verified.

2.6 The Department Supervisor will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with

the generic labels which have a block for identity and blocks for the hazard warnings. In addition, the supervisor will ensure that all hazardous chemicals in their area remain properly labeled.

SAFETY DATA SHEETS (SDSs)

2.7 Copies of SDSs for all hazardous chemicals to which employees of this company may be exposed will be kept in the Break Room for review.

2.8 A copy of an SDS will be given to the employee if he or she requests it for the chemicals in question.

2.9 SDSs will be available to all employees in their work area for review during each shift. If SDSs are not available or new chemicals in use do not have SDSs, please immediately contact your supervisor.

2.10 One SDS will be reviewed bimonthly with you by your supervisor. A record will be kept of the above Safety Contact by the Safety Coordinator and controlled by the Manager. (See attached sheet).

2.11 The Department Manager is responsible for ensuring that all SDSs have been received and are current. If a SDS is not received with the first shipment of a hazardous chemical, the following methods will be used to obtain a SDS. The material may not be used until a SDS is obtained.

2.11.1 A letter requesting an SDS will be sent to the manufacturer or distributor of the hazardous chemical. A copy of the letter will be kept on file.

2.11.2 A phone call will be made to the manufacturer or distributor requesting an SDS. A log of all phone calls requesting SDS will be kept.

3. **EMPLOYEE TRAINING AND INFORMATION**

The Location Manager is responsible for ensuring employee training.
Prior to starting work each new employee (or transferring employee) will attend a health and safety orientation and will receive information and training on the following:

3.1 An overview of the requirements contained in the Hazard Communication Rules.

3.2 Chemicals present in their workplace operations

3.3 Location and availability of our written Hazard Communication Program and Safety Data Sheets.

3.4 Physical and health effects of the hazardous chemical.

3.5 Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.

3.6 How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.

3.7 Steps the company has taken to lessen or prevent exposure to these chemicals.

3.8 Safety emergency procedures to follow if they are exposed to these chemicals.

3.9 How to read labels and review SDSs to obtain appropriate hazard information.

3.10 Types of labels used in our plant.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood this company's policies on Hazard Communication. A copy of this procedure will be given to each employee, if requested.

Prior to a new hazardous chemical being introduced into any department of this company, each employee of that department will be given information as outlined above.

4. LIST OF HAZARDOUS CHEMICALS

4.1 The list of all known chemicals used by employees is located in the **Safety Coordinator's Office.** Further information on each noted chemical can be obtained by reviewing Safety Data Sheets located in **each department.**

4.2 A physical inventory was taken to determine all the necessary SDS's that are required.

WORKPLACE CHEMICAL LIST FORM

Employee Name:

Mailing Address:

Federal Employer's Identification Number:

Workplace Location:

Primary SIC Code:

County:

Type of Business:

No. of Employees:

Chemical/ Component Name	Chemical Abstracts Services (CAS) No.	Product OR Trade Name(s) (Label Identity)	Work area where Chemical is normally Used or Stored	QTY Code

Hazard Communication Program (continued)

INVENTORY WORKSHEET	Hazardous	Non-hazardous
Label Identity		

Hazard Communication Program (continued)

5 HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by his supervisor about hazardous chemicals to which they may be exposed during such activity. This information will include:

5.1 Specific Chemical hazards.

5.2 Protective/safety measures the employee can take.

5.3 Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by employees of this company:

TASK	HAZARDOUS CHEMICAL
Cleaning machines	Solvents, cutting fluids
Cleaning paint area	Solvents, cutting fluids

6 CHEMICALS IN UNLABELED PIPES / CONTAINERS

Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact their supervisor for information regarding:

6.1 The chemical in the pipes.

6.2 Potential Hazards.

6.3 Safety precautions which should be taken.

7 INFORMING CONTRACTORS

It is the responsibility of the **Safety Coordinator** to provide contractors (with employees) the following information:

7.1 Hazardous chemicals to which they may be exposed while on the job site.

7.2 Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

7.3 Contractors must have approved SDS for any chemical they bring into, and use at our auction. They must conform to our labeling requirements.

7.4 Contractors will provide auction with copies of their training records showing that training has been accomplished.

Hazard Communication Program (continued)

8 MEDICAL FILES

When any employee has suffered exposure to any chemical hazard that requires medical attention, a copy of the SDS pertaining to the chemical the employee was exposed to will be placed in the employee's file.

1. EXPOSED TESTS

Under 29 C.F.R. 1910EX.20 our employees, or their designated representatives, have a right to relevant exposure tests and medical records involving your work exposure or work medical history while employed. Contact your supervisor for location or availability of records.

9 SARA 312, SARA 313 CHEMICALS

9.1 SDSs will be reviewed and highlighted for any SARA chemicals, usually item ten or eleven on the SDS.

9.2 Check SDSs against current listing provided by the U.S. Government for SARA chemicals.

9.3 Code with a red dot on the plastic cover if it is a SARA Chemical.

9.4 Highlight the weight per gallon if applicable.

9.5 Each year evaluate the gallons or pounds purchased of each chemical high- lighted to see if Form R will be required. Reporting requirements change each year, so an evaluation must be performed in February or March of each year.

Blood Borne Pathogens Exposure Control Plan

Purpose

This program establishes the requirements for a Blood-borne Pathogens Exposure Control plan for CARS. Its purpose is to protect employees from exposure to blood or other potentially infectious materials. The program is designed to maintain compliance with the OSHA Blood-borne Pathogen Standard 29 CFR 1910.1030.

Scope

This program will follow the Blood-borne Pathogens Exposure Control Plan that is set forth in the CARS Safety Manual Section V, pages 74-94. It also identifies specific designated employees that can retrieve sharps from vehicles and their vaccination procedures, handling and disposal of sharps, employee training, and incident report documents.

Procedures

A. Designated employees for the retrieval of sharps:

Recon Shop Manager:

Lot Manager:

Detail Supervisor:

These designated employees will receive the Hepatitis B vaccine from (Medical Facility). Vaccinations will also be made available to all employees who have had an exposure incident.

B. Handling and disposal of sharps:

Safety procedures to be taken to avoid injuries and possible contamination from needles and sharp objects such as razor blades and other tools are:

1) Using razor blade holders instead of the naked blade and covering the blade or retracting it in its holder if it is to be used again.
2) Using gloves when reaching into recesses of vehicles.
3) Picking up broken glass with tongs or vacuum cleaner nozzle.
4) If a needle is encountered the supervisor should be notified immediately and no contact made by the employee.

The supervisor will immediately contact the designated employees for handling sharps. Only the designated employees will remove a needle from vehicles. The designated employees will use tongs, tweezers, or pliers to pick up and dispose of the object in an approved sharps container. This container will be stored in the Recon Manager's office and will be removed from the facility by the assigned removal company.

Blood Borne Pathogens Exposure Control Plan

C. Employee Training:

Training will be conducted annually using CARS Recon Inc., safety video training tool entitled, ***Handling Bio Hazards Safely***. Part of this training will also include the designated employee list as to who can handle needles or other infected materials.

Training records shall be kept on site that includes:

1) Dates of training sessions
2) A summary of the training sessions
3) Names and qualifications of persons conducting the training 4) Names and job titles of all persons attending the training

These records shall be maintained for 3 years from the date on which the training occurred.

D. Exposure Incident Report Document:

Incident Report will be used to document an incident in which an employee was exposed to specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties as stated in the Blood-borne Pathogens Standard 29 CFR 1910.1030.

E. Employee Declination Statement:

Employee Declination Statement is to be used if the employee declines the opportunity to be vaccinated with the hepatitis B vaccine.

F. Decontamination Procedures:

A bleach solution of one-part bleach to ten parts water should be sprayed on all contaminated surfaces.

If facility has a contamination clean up kit it should be utilized and replaced after use.

None sharps contaminated materials will be stored in an approved bio-hazard red bag and the assigned disposal company contacted for removal.

Blood Borne Pathogens Exposure Control Plan (PLEASE PRINT)

Incident Report

Employee's Name:

Date:

Date of Birth:

SS#:

Home Phone:

Cell Phone:

Job Title:

Date of Exposure:

Time of Exposure:

Hepatitis B Vaccination status:

Location of Incident:

Describe the circumstances under which the exposure incident occurred (what happened that resulted in the incident):

What body fluids (if any) were involved in the incident?

What was route of exposure?

Describe any personal protective equipment in use at time of exposure incident:

Did PPE fail?

If yes, how?

Identification of source:

Other pertinent information:

_____
_____
_____
_____

Name of the person taking this report:

Blood Borne Pathogens Exposure Control Plan

Declination Statement

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline the hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee signature: Date:

Supervisor signature: Date:

EXTENSION CORD SAFETY PROGRAM

Extension Cord Guidelines

The most common cause of on the job electrocutions is using the wrong type or damaged extension cord, so check the cords carefully before each use. Only use extension cords that have grounding pins and grounding pin receptacles. When unplugging the extension cord, pull at the plug not at the cord. Avoid running cords through standing water, unless this is an approved waterproof extension cord. Avoid running over cords with any object.

Extension cords should be checked prior to use. Utilize the check list below each week prior to using extension cords.

1) Inspect the extension cord for cuts or breaks. If there is damage to the cord take the cord to your supervisor.
2) Inspect the extension cord for the grounding pin. If the grounding pin is missing take the cord to your supervisor.
3) Inspect for any repairs that may have been done to the extension cord. If the cord has been spliced, take the cord to your supervisor.
4) Extension cord should have a weekly color-coded inspection tag. This should include the date of the inspection.
5) If needed, use approved strain relief devices. These should be checked for damage.
6) If the cord is wrapped around pole, it should be loose not tight; this could cause damage to wire and insulation.
7) If necessary tying the cords together, it should be loose, not tight; this could cause damage to wire and insulation.

Employee signature: **Date:**

Supervisor signature: **Date:**

EXTENSION CORD SAFETY PROGRAM
Facility Electrical Audit

Date: Performed by:

1) All electrical breaker boxes are not blocked and accessible.
2) All electrical breaker boxes are provided with doors that can be closed and have latches that allow them to stay closed.
3) All electrical breaker boxes have the breakers marked/labeled as to equipment or outlets they control.
4) All electrical breaker boxes have no breakers missing or open spaces not covered by blanks or tape.
5) All electrical outlets and junction boxes are provided with covers and/or unbroken face plates.
6) Extension cords are in good condition: ground prongs in place, no more than 3 splices or tape in a 10-foot section, and ends are connected to the outer sheath.
7) Extension cords are not going through walls or doorways without protection
8) Exit lighting in proper working order.
9) Lock out/tag out procedures are in place for working on compressors or machinery that has the potential to store energy.

Comments:

_____
_____
_____
_____

NOTE: If an item is not checked, a comment is needed as to why. You may use back of sheet for additional information.

Safety Vest Policy

Safety vests are to be worn ANYTIME outside of the shop, and movement on the lots. I have confirmed with KAR Holding and we have adopted their safety vest policy from the beginning, and will continue to follow their procedures on visible vests and proper times to wear. Safety vests are to be worn while present on the lot or outside of our shops. Failure to comply with this basic safety procedure will result in documentation for employees, Shop Manager, and Regional Managers as such.

WORKPLACE DRIVING POLICY

Purpose: To outline and implement proper movement of motor vehicles through the detail process in the detail shop area to assure safety of employees, vendors and guests, and to eliminate damage to any vehicles under the control of CARS Recon, Inc. employees.

Application: This policy applies to ALL automotive detail related operations and personnel under the direction of CARS Recon, Inc.

Vehicle operator requirements:

Pre-stage Area:

Only **AUTHORIZED DRIVERS** openly displaying a CARS Recon, Inc. "AUTHORIZED DRIVER" badge worn on a lanyard and qualified by CARS Recon, Inc. management may physically start and engage movement of any motor vehicle for the sole purpose of staging the vehicle for the initial phase of the reconditioning process. (Typically, "De-trash").

Because of common overcrowding of vehicles in the pre-stage area of the shops, it is often necessary to maneuver vehicles to properly align them with the entry overhead door(s) of the shop. If tight quarters exist it is the responsibility of the authorized driver to acquire the assistance of a "spotter" to assure safe vehicle clearance and movement without damaging vehicles.

All vehicles MUST be properly aligned with shop entry doors (DO NOT attempt to turn any vehicle into the shop door as most shops have substantial bollards (posts) that are difficult to see and will damage a vehicle.)

Depending on the specific shop and lot configuration vehicles can be pre-staged at: a. Level entry surface – stop behind De-trash station

b. Uphill entry surface – stop completely in the De-Trash station

c. Floor curb at entry – stop completely in the De-trash station

WORKPLACE DRIVING POLICY (continued)

NOTE: Whenever stopping a vehicle either in or before one of the above positions, **AUTHORIZED DRIVERS** must follow all vehicle movement safety procedures as outlined below. (No Radios, sounding vehicle horn, distance between vehicles, placing transmission in park or applying the emergency brake).

NOTE: Vehicles will not be left running (idling) at any time **and** at any stage of the process to avoid accidental engagement of the transmission and to prevent running vehicles out of gas.

Oversize vehicle exceptions: An oversize vehicle shall be any non-standard car or truck that may be difficult to operate and or maneuver. These shall include pickup trucks with dual rear wheels (Dually), box trucks, panel vans, buses, etc. **These vehicles may ONLY be operated by CARS Recon, Inc. management personnel**, and MAY BE DRIVEN between stations if pushing may cause a safety concern for employees.

Defective Vehicles: Pre- stage **AUTHORIZED DRIVERS** shall be responsible for making a preliminary assessment of a vehicle's safe operational condition prior to engine starting and movement. Inspect for auction markings or notice of weak or no brakes inspect for low or flat tires, inspect for defective window glass that may not close, etc. It is recommended to establish where the vehicle's emergency brake is and be prepared to engage it if braking should appear weak. Start slowly when moving each vehicle and test the brakes before proceeding. When starting a vehicle listen for unusual engine noise or other mechanical sounds.

NOTE: Never drive nor push a vehicle with an obvious low tire, either in Pre-stage or the shop line.

Movement through the detail process within the shop:

After being pre-staged, ALL vehicle movement through the shop will be done manually (pushing) from station to station. It is required that **NO LESS THAN THREE (3)** employees assist in pushing a vehicle:

WORKPLACE DRIVING POLICY (continued)

A minimum of two (2) employees pushing from the rear of the vehicle

One (1) employee seated in the driver's seat with the hood and all doors closed to control steering and braking of the vehicle. The employee in the driver's seat will sound the horn before movement of the vehicle, and stop the vehicle while maintaining a minimum of three (3) feet of clearance from any vehicle in front of them.

This procedure will be continued between the remainder of the detail stations until the final QC inspection has been completed.

NOTE: Certain Mercedes vehicles cannot be pushed without the engine running. Managers should be made aware of this condition and will supervise proper, safe movement.

Take Away area:

Upon completion of the final QC inspections **AUTHORIZED DRIVERS** as outlined above will move completed vehicles to a specified "Take Away" or "Clean Car" area to be later moved by auction personnel.

When properly parked in the "Take Away" area all vehicles will be turned off, the transmission placed in PARK if applicable and the emergency brake **MUST** be engaged regardless of terrain.

GENERAL VEHICLE MOVEMENT SAFETY:

Regardless of whether a vehicle is being physically operated or pushed, prior to initial movement the horn will be sounded to alert others to the movement.

A minimum of three (3) feet of clearance shall be maintained between vehicles always.

At **NO** time while proceeding through the detail process will a vehicle engine be turned on for ANY reason. (Exception

At NO time shall any vehicle radio be turned on or operating while in the shop.

At NO time will headphones, ear buds be used while in or around the shop during hour of operation. Cell Phones shall not be used on the line without express approval and supervision of the shop manager.

Any employee involved in a vehicle damage incident will be immediately tested for any potential substance that may have contributed to such damage situation.

EMPLOYEE NOTICE OF UNDERSTANDING:

I have received the CARS Recon, Inc.'s Workplace Driving Policy. I understand that the policy is not a contract of employment, does not in any way limit the right of CARS Recon, Inc.'s management to terminate my employment at any time. I further understand that any violation of this policy is Gross Misconduct and will result in disciplinary action up to and including termination of employment.

Employee signature: **Date:**

Supervisor signature: **Date**

DISASTER RECOVERY PLAN

PURPOSE:
CARS Recon Inc. is dedicated to the protection of its employees, facilities, and resources and to ensuring that our company can continue all aspects of its core business processes and safely resume normal operations as quickly as possible after any natural, weather-related, man-made, or technological disaster affecting our facility. We place a high priority on developing, validating, and, if necessary, implementing our company's Disaster Recovery Plan.

If after reading this plan, you find that improvements can be made, please contact your supervisor.

We encourage all suggestions because we are committed to the success of this written plan.

ADMINISTRATIVE DUTIES:

Name- **Title-**

Our Disaster Recovery Plan Administrator is responsible for establishing and implementing our written Disaster Recovery Plan. This person has full authority to make necessary decisions to ensure the success of this plan.

Location Address- **Contact Person-** **Phone Number-**

CORE BUSINESS PROCESSES
The core business processes to keep functioning during a recovery process include:

Business process:	Departments affected:	Must be functioning within what timeframe after a disaster:
Receiving vehicles	Receiving Lot, Inspections	ASAP
Moving vehicles	Operations	ASAP
Washing vehicles	Recon	ASAP

DISASTER RECOVERY PLAN (continued)

DISASTER THREATS

We have identified the following potential disaster threats, their severity, and their probability of occurrence, as well as their risk level:

Disaster threat:	Severity:	Probability:	Risk:
Blizzard	Moderate	Rare	Moderate
Bomb threat	Minor	Unlikely	Low
Building collapse	Critical	Unlikely	High
Chemical/toxic waste spill or Release	Minor	Unlikely	Low
Civil disorder	Minor	Rare	Low
Computer/Software failure, virus,	Minor	Unlikely	Low
or destruction	Minor	Rare	Low
Disease epidemic	Critical	Unlikely	High
Explosion	Critical	Unlikely	High
Fire and wildfire	Moderate	Rare	Moderate
Financial crash	Moderate	Likely	High
Fuel Shortage	Minor	Rare	Low
Hostage taking/Kidnapping	Moderate	Unlikely	Moderate
Hurricane	Catastrophic	Rare	High
Nuclear attack	Catastrophic	Rare	High
Plane crash	Minor	Unlikely	Low
Power outage	Minor	Rare	Low
Shooting	Catastrophic	Rare	High
Tornado	Minor	Unlikely	Low
Telecommunications outage	Critical	Rare	High
Terrorism	Minor	Unlikely	Low
Theft/Robbery	Minor	Rare	Low
Train crash or derailment	Minor	Likely	High
War	Minor	Unlikely	Low
Water pipe leak	Minor	Unlikely	Low
Wind damage			

Analyzing the severity probability, the disaster(s) with the highest risk is/are: Building Collapse, Explosion, Fire, Fuel Shortage, Nuclear Attack, Plane Crash, Tornado, Terrorism, and War.

DISASTER RECOVERY PLAN (continued)

BUSINESS IMPACT ANALYSIS

The level of impact a disaster has on our company depends on the disaster type. Here is our business impact analysis:

Disaster threat:	Human impact: rating	Property impact: rating	Business impact: rating
Building Collapse	3	4	4
Explosion	4	4	3
Fire	4	3	3
Fuel Shortage	1	1	4
Nuclear Attack	5	5	4
Plane Crash	5	4	3
Tornado	4	4	3
Terrorism	4	3	4
War	2	1	1

Totaling the scores going across the business impact analysis table, the disaster(s) with the worst, combined, possible impact is/are: Nuclear Attack. Factoring in probability with the combined, possible impact, the worst, probable disaster(s) is/are: Fire and Explosion.

RISK REDUCTION AND ELIMINATION

We have regular inspections of Fire Protection equipment, Hazardous Waste areas, and the shops. The Shops are in a remote area from the offices to minimize the impact of a disaster in one area to the other.

EMERGENCY PLANS

Please refer to the following emergency plan(s), in the event of an emergency:

EMERGENCY PLANS	LOCATION OF PLAN	PLAN ADMINISTRATION	PHONE #s

Hazardous Waste:

Contingency Plan:

Fire Prevention Plan:

Spill Prevention Control &
Countermeasure Plan:

Business Continuation Plan:

DISASTER RECOVERY PLAN (continued)

We have posted the following emergency telephone numbers:
(Location) Bulletin Board for use when telephones serve as a means of reporting emergencies:

EMERGENCY RESPONDER:	TELEPHONE #:
POLICE, FIRE, AND AMBULANCE	**911**
EMERGENCY POLICE DEPARTMENT	
FIRE DEPARTMENT	
SHERIFF	
E. P. A.	
DEPARTMENT OF ENVIRONMENTAL PROTECTION	
ALARM COMPANY	

RECOVERY GOALS AND OBJECTIVES

Based on our business impact analysis, our immediate goals and objectives for disaster recovery include determining the mission-critical systems and core business processes affected by the disaster. Estimating how long shops will be down and setting priorities necessary to get the business up and running ASAP. Our long-term goals and objectives for disaster recovery include planning recovery strategies, Eliminating and reducing further risks, managing people and tasks and Raising and managing funds.

ROLES AND RESPONSIBILITIES

To achieve our recovery goals and objectives, the following people will have the roles and responsibilities listed below:

Role and responsibility	**Individual, Team, Dpt., Agency**	**Backup individual, Team, Dpt.**
Oversee, plan and coordinate recovery		
Lead operations		
Evaluate and oversee emergency repairs to facility		
Secure rental equipment		
Coordinate security		
Coordinate safety		
Arrange finances		
Communications and computers		

DISASTER RECOVERY PLAN (continued)

POST-DISASTER ASSESSMENT

Once a disaster has occurred, we will assess the damage and determine our needs and recovery strategies as follows: A manager meeting will be held for initial assessments. Teams will be made up of managers and key personnel to determine the needs of their department or area.

Site coordinator will brief _____on the damage and our needs and strategies.
(Senior site manager)

RECOVERY PROCEDURES

The procedures provided below assume that the entire facility has been destroyed or is otherwise not operational. If the entire facility is not destroyed or is partially operational, then adjustments to these procedures will be made.

Within 24 hours after a disaster, our company will take the following steps:

Action:	Who is responsible:	Backup:
1) Forming a command center		
2) Ensuring employee safety and health		
3) Securing the area		
4) Assembling and coordinating responsible people, teams, departments, and agencies		
5) Assessing the damage		
6) Determining recovery needs		
7) Forming a disaster recovery strategy		
8) Restoring or installing temporary utilities		
9) Setting up alternative Auction site if necessary		

Within 48 hours after a disaster, our company will take the following steps:

1) Relocating personnel
2) Procuring supplies, equipment, services
3) Procuring counseling for affected employees
4) Reestablishing mail service, shipping and receiving functions
5) Open insurance claim, procuring necessary insurance
6) Recovering data and salvaging all vital records (paper and electronic)
7) Repairing or replacing necessary tools and equipment
8) Informing employees, customers, vendors, the dealers

(Site coordinator) will brief _____on recovery efforts daily.
(Senior site manager)

DISASTER RECOVERY PLAN (continued)

TRAINING

Due to the complexity of disasters and the recovery process, assigned personnel trains all employees upon request in the following: Potential disasters, major risks of a disaster, importance of the company's strategies to reduce and eliminate the risks of a disaster, procedures to protect the physical and mental health of employees during disaster recovery, Elements of the written Disaster Recovery Plan, and who to contact for more information.

Our training program includes conference format of key personnel.

After an actual disaster, further training may be necessary.

SECURITY

To protect the company, property, and employees, certain security measures will be in place during disaster recovery: Extra contract security guards will be put on the site along with 24 hour in house security as well as local law enforcement assistance. Restricted Area signs will be posted and sign-in and sign-out sheets will be used for all people coming on property.

MEDIA RELATIONS

Once briefed on the post-disaster analysis, senior site manager will coordinate with corporate VP and Corporate Communication prepares a public statement. If necessary, senior site manager will communicate with and/or escort media, as well as keep records of any information released to the media. Under no circumstances shall an employee speak to the media unless authorized.

PLAN EVALUATION

By having the management team thoroughly evaluate and, as necessary, revise our plan, we ensure our program's effectiveness and prevent or eliminate any problems. Plan evaluation involves the following: Tabletop, exercises and assessments. Evaluation procedures should address required equipment and resources, necessary personnel, schedules and locations, specific evaluation procedures, and expected results and exit criteria.

APPENDICES

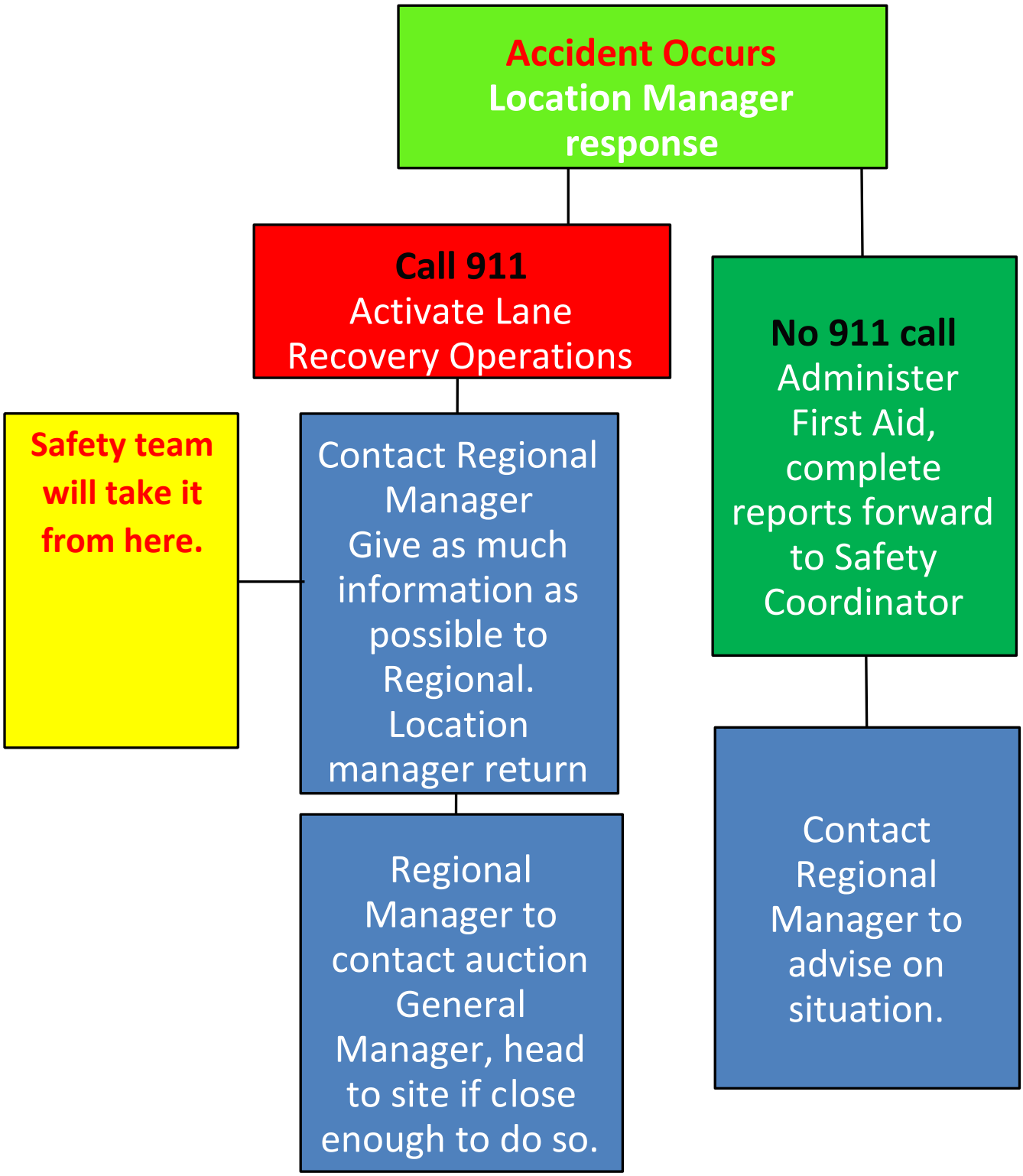
We have attached to this Disaster Recovery Plan, the following documents for reference: Facility Map, Area Map, Topo map, Emergency Evacuation Plan, Fire Prevention Plan, Emergency Response Plan, Spill Prevention Control Plan, Countermeasure Plan and Business Continuation Plan.

LANE RECOVERY PLAN

1) Develop Emergency Response Teams: Initial Response, Operations, First AID/CPR, Public Relations, and Sales.
2) Regional or Location manager will determine the makeup of each team and designate an alternate leader in the event he or she is absent on any given day.
3) Develop an Initial Response Team that will include at least one employee in each lane who will be in charge of dialing 911 and requesting EMT response.
4) Establish an Operations Team that will be in charge of clearing the lanes of all any non-essential employees in the immediate aftermath of the accident; and reminding persons that all photo and video devices are prohibited.
5) Maintain a supply of safety fence to use as a temporary barrier to secure the area. Extra-long twist ties, Velcro straps, and duct tape should be available to secure the fence and establish an ample perimeter.
6) Operations Team should invite local EMT officials to the auction to discuss entry and exit plans, and determine if there is a special protocol for reporting multiple injuries to ensure sufficient ambulances and personnel respond.
7) Operations Team should instruct guards to secure the premises and not allow anyone other than EMT responders or authorized public officials onto the premises until further notice.
8) First Aid/CPR team—identified employees that have First Aid/CPR/AED training and develop a plan as to how they should respond.
9) First Aid Supplies —should be available in ample amounts for each lane, including blankets, to comfort injured persons. First aid responders, and Operations team members, should use excess blankets to reduce the spectacle of the accident scene. First Aid Team should routinely take inventory of supplies and ensure member First Aid and CPR certifications are up to date.
10) Designate one or two persons within the Operations Team that should stay with the parties involved until further notice. Parties should receive any immediate First Aid or medical attention necessary. The driver should be taken at a reasonable time to a private office and asked to provide a written statement. All employees should be trained to refer any questions for comment to the designated CARS Recon spokesperson.
11) Regional or Location manager should educate department heads that they will each oversee relaying special instructions to their staff and maintaining order in their respective departments.
12) Notify corporate office, the corporate office will send out all messages to the media. Corporate office will handle response to all inquiries from the media.
13) Corporate office will develop sample press and social media messages that can be used to express concern for those injured and comments related to an investigation of the accident.

14) Regional or Location manager should routinely have employee meetings to discuss their responsibility to act professionally and orderly. Location manager will ask all employees to direct any media inquiries to the Corporate Office.
15) Corporate office and the Regional manager should determine how to access and mobilize professional counselors, in the days/weeks after the accident.

SAFETY INCIDENT FLOW CHART



DETAIL SHOP SAFETY AUDIT / OBSERVATION CHECKLIST

Completed by: _____ Date: _____/_____20____

- ❑Employees using proper PPE (eye protection, gloves, boots, aprons, face shields, etc. appropriate for the task being performed).
- ❑Visitors promptly & properly greeted when entering the shop.
- ❑Supervisors / shop visitors are using appropriate PPE while ion the shop.
- ❑Employees are trained and using filtering faceplate respirators (dust masks), where required. Training documentation must be available.
- ❑All employees have been trained in Hazard Communication/" Right to Know". Training documentation must be available.
- ❑ HAZ-COM /" Right to Know" station is current and present in the shop.
- ❑Employees know location of, and have access to SDS sheets.
- ❑Secondary containers (spray bottles, "ketchup" bottles, cans, safety cans, pump sprayers, etc.) are properly labeled to identify contents.
- ❑Proper housekeeping measures are taken in all areas including office and exterior of the shop.
- ❑Drains are cleaned on regular scheduled basis. Schedule must be available.
- ❑Proper signage stating, "Eye Protection MUST BE WORN IN THIS AREA" is posted on walls and ALL entrance doors.
- ❑ "NO SMOKING" in the shop, NO SMOKING" signage is posted in the shop and on all entrance doors.
- ❑Lighting in wash bay (WET) areas have adequate water tight covers.
- ❑Vehicles are properly staged in appropriate work areas by task (wash, interiors, buff, etc.).
- ❑All doors and hoods are closed when vehicles are moved between stations.
- ❑Vehicle engines are not running while work is being performed. NO DRIVING IN THE SHOP!
- ❑Shop has adequate trash containers to collect trash and keep it off of the floor.
- ❑Work stations are equipped with adequate containers for dirty towels.
- ❑"EYE WASH" stations are marked, clean, well maintained and in proper working order in the shop area and chemical storage / delivery room.
- ❑Portable "EYE WASH" stations have up to date monthly inspection records on file.
- ❑First Aid station is properly stocked and is available /accessible to employees.
- ❑Razor blades are used ONLY in proper holders.
- ❑Shop is equipped with easily accessible containers for proper disposal of razor blades and "Sharps".
- ❑No food or open drink containers are on work carts or work space in the shop area while work is being performed. All food and drink must be confined to proper break areas.
- ❑ All metal drums used to dispense petroleum based or flammable chemicals must be properly grounded (whether in use or inventory storage).
- ❑ All chemical drums are properly labeled or have a laminated SDS on or directly above each.
- ❑ All drum chemicals are on proper spill containment with "Spill Kits" immediately available.
- ❑ All empty chemical drums are properly marked as "EMPTY" and all openings SEALED.
- ❑ Shop "EMERGENCY EVACUATION" routes/diagrams are posted at all entrance and exit doors.
- ❑Fire Extinguishers properly marked and inspections current.

DETAIL SHOP SAFETY AUDIT / OBSERVATION CHECKLIST (continued)

❑Small FLAMMABE materials stored in properly marked and approved "Fire Proof" cabinet.

❑ Chemical room is well organized, clean, uncluttered, and free of spills on floor or drum lids.

❑All drum pumps function properly and are NOT leaking.

❑Shop Emergency Evacuation plan on file with assembly location identified.

❑A minimum of 3 people (2 pushing, 1 steering) is required to push a vehicle between work stations

❑No loud music in the shop during production.

❑No cell phones or ear buds in the shop during production.

❑No DRIVING of vehicles in the shop per CARS policy outline.

❑No CUT or SCRAPED extension cords or missing ground prongs on plugs are noted.

❑Adequate dumpster space is available to empty trash containers regularly to prevent over accumulation and excess weight in dumping containers.

❑Safety vests worn by ALL CARS employees when outside the shop.

❑Honking of horn when entering or exiting the building.

❑CARS' manger appearance; clean, professional, appropriate CARS logo shirt and/or outerwear.

❑Employment info, workers comp posters, etc. properly displayed for employees.

COMMENTS: If an item <u>IS NOT CHECKED</u>, a comment is required to include corrective action to be taken and time needed to complete. (Back of page may be used if needed)

1. _____
   _____
2. _____
   _____
3. _____
   _____
4. _____
   _____
5. _____
   _____

THIS DOCUMENT MUST BE KEPT ON FILE FOR TWELVE MONTHS

BODY and PAINT SHOP SAFETY AUDIT / OBSERVATION CHECKLIST

Completed by: _____ Date: _____/_____20____

- ❑Employees are trained on proper use and care of respirators. Training and "Fit Test" documentation on file.
- ❑All employees have been trained in HAZ COM / "Right to Know". Training documentation is available.
- ❑Painters are NESHAP/6-H trained with documentation available.
- ❑HAZ COM/" Right to Know" current and present in shop.
- ❑Employees know and have access to the location of SDS's for the shop.
- ❑Secondary containers (spray bottles, "ketchup" bottles, cans, safety cans, pump sprayers, etc.) are properly labeled to identify contents.
- ❑Proper signage stating, "Eye Protection MUST BE WORN IN THIS AREA" is posted on walls and ALL entrance doors.
- ❑NO SMOKING" in the shop, NO SMOKING" signage is posted in the shop and on all entrance doors.
- ❑ "EYE WASH" stations are marked, clean, well maintained and in proper working order in the shop area.
- ❑First Aid station is properly stocked and is available /accessible to employees.
- ❑Proper housekeeping measures are taken in all areas including office and exterior of the shop.
- ❑GUN CLEANERS are furnished, functioning and are a "closed loop" system.
- ❑All spray guns are HVLP.
- ❑Paint Mix Room door remains closed at all times.
- ❑Paint Mix Room maintains proper ventilation with positive air pressure in and negative air pressure exhausted.
- ❑Paint Mix Room is well organized, clean, uncluttered, and free of spills on floor or mixing table and scale.
- ❑Paint Mix Room has current inspected fire extinguisher and / or fire suppression system as required by law.
- ❑No open containers of product are present in Paint Mix Room.
- ❑Paint Mix Computer is used to properly track VOC's (volatile organic compounds) for required reporting.
- ❑Paint Waste Collection Drum has accumulation sticker and is dated.
- ❑Paint Waste Collection Drum is equipped with a funnel complete with lid, or bung is reinstalled after each use if separate funnel is used.
- ❑All metal drums containing new or used material are properly grounded.
- ❑Paint and prime booths are clean and in proper working order.
- ❑Paint Booth lighting is in proper working order (no broken covers, exposed wires or burned out bulbs).
- ❑Paint booth intake and exhaust filters are on a maintenance/replacement schedule (log available) or when overspray saturation warrants a change.
- ❑Floor filter pits are properly cleaned with each filter change.
- ❑Used filters are properly "bagged" in plastic and disposed of properly.
- ❑Paint booth manometer (air flow meter) is in proper working order.
- ❑Make up air system (intake, exhaust and heat) is in good working order.
- ❑Paint booth ceiling filter covers are properly installed and secured.
- ❑Paint booth fire suppression heads are properly covered to protect from accumulated overspray.
- ❑Fire extinguisher mounted near spray booth. Inspection is current.
- ❑There are NO open containers in the paint booth.
- ❑Paint booth doors are closed and seal properly while vehicles are being painted.

- ❑Grounding straps are available for attachment to vehicle being painted.
- ❑Paint booth air hoses and connections are in good working order without signs of major wear.
- ❑Reducing tables or other work stations do not have any open containers present.
- ❑Battery carts or "jump boxes" are not present when vehicles are being sprayed.
- ❑Cabinets for paint and material storage are approved "fire proof" style and properly labeled "FLAMMABLE- KEEP FIRE AWAY".
- ❑Employees using proper PPE (eye protection, gloves, coveralls, respirators, etc. appropriate for the task being performed).
- ❑No CUT or SCRAPED extension cords or missing ground prongs on plugs are noted.
- ❑Bench Grinders have proper tool rest (1/8") and tongue-guard (1/4"), are properly secured. Both wire and grinding wheels have are equipped with side and spindle guards, and proper particle shields.
- ❑Employees are required to use eye protection when using grinders.
- ❑Unused pressurized gas cylinders are properly stored in a designated area, chained to secure and have tank valve caps properly installed.
- ❑Pressurized gas cylinders sitting on carts are properly secured with regulators installed.
- ❑Stored oxygen and acetylene cylinders are separated by a minimum of 10'.
- ❑Shop "EMERGENCY EVACUATION" routes/diagrams are posted at all entrance and exit doors.
- ❑Shop has adequate trash containers to collect trash and keep it off of the floor.
- CARS ❑Adequate dumpster space is available to empty trash containers regularly to prevent over accumulation and excess weight in dumping containers.
- CARS ❑Fire Extinguishers properly marked and inspections current.
- CARS ❑Small FLAMMABE materials stored in properly marked and approved "Fire Proof" cabinet.
- CARS ❑Shop Emergency Evacuation plan on file with assembly location identified.
- CARS ❑No loud music in the shop during production.
- CARS ❑No cell phones or ear buds in the shop during production.
- CARS ❑No DRIVING of vehicles in the shop per CARS policy outline.
- CARS ❑All drum pumps function properly and are NOT leaking.
- CARS ❑No CUT or SCRAPED extension cords or missing ground prongs on plugs are noted.
- CARS ❑Safety vests worn by ALL CARS employees when outside the shop.
- CARS ❑Honking of horn when entering or exiting the building.
- CARS ❑Employment info, workers comp posters, etc. properly displayed for employees.
- CARS ❑CARS' manger appearance; clean, professional, appropriate CARS logo shirt and/or outerwear.

COMMENTS: If an item <u>IS NOT CHECKED</u>, a comment is required to include corrective action to be taken and time needed to complete. (Back of page may be used if needed)

<u>ADESA PRIDE COMPLIANT ITEMS</u>
<u>CARS ADDITIONAL ITEMS</u>

<u>THIS DOCUMENT MUST BE KEPT ON FILE FOR TWELVE MONTHS</u>

MECHANIC SHOP SAFETY AUDIT / OBSERVATION CHECKLIST

Completed by:_____ **Date:** _____/_____**20**___

- ❑ All metal drums used for dispensing chemicals/ fluids are grounded.
- ❑Used oil drum/storage tank is in a containment area or a spill kit is located near.
- ❑Used oil drum/ storage tank is labeled.
- ❑Used oil drum has an accumulation sticker that is dated.
- ❑Secondary containers are labeled as to content (spray bottles, buckets, etc.).
- ❑ Grinders have tool rests that are within 3 inches from the stone or wire wheel.
- ❑Grinders have side shields over the end of the stone or wire wheel.
- ❑Grinders are provided with a face shield and / or employees are required to wear eye protection when using.
- ❑Air compressors have guards that cover all fly wheels, belts, or moving parts.
- ❑Gas cans are safety cans, have a spring-loaded lid, have contents labeled, and a flash guard is located inside the pour spout opening.
- ❑Eye wash stations are marked with signs, available, accessible, and maintained (last inspection date on station) for emergency use.
- ❑ "NO SMOKING" in the shop, NO SMOKING" signage is posted in the shop and on all entrance doors.
- ❑Employees are using eye protection when working under vehicles.
- ❑A log is being kept for preventive maintenance performed on vehicle lifts.
- ❑Used filter drum is not being used for trash and debris.
- ❑A means is provided for cleaning fluid spills (absorbent substances).
- ❑Pressurized gas cylinders are secured from falling over and have a protective cap in place.
- ❑Oxygen and acetylene gas cylinders, if not on cart, are separated by at least 10 feet.
- ❑Good housekeeping measures are being taken.
- ❑First Aid station is properly stocked and is available /accessible to employees.
- ❑Evacuation routes are posted.
- ❑SDS are available and employees know their location.
- ❑No food or open drink containers are on work carts or work space in the shop area while work is being performed. All food and drink must be confined to proper break areas.
- ❑ Only CARS authorized drivers are to be moving cars in and out of shop.
- ❑ Safety Vests must be worn when outside of shop and on auction lot.
- ❑ "NO SMOKING" in the shop, NO SMOKING" signage is posted in the shop and on all entrance doors.
- ❑Shop has adequate trash containers to collect trash and keep it off of the floor

Comments:_____

_____

_____

Welcome to CARS Recon, INC. Respiratory Protection Program

Table of Contents

Respiratory Protection Program

1.0 INTRODUCTION

When working in an environment where occupational disease or illness is possible from breathing air contaminants, the primary objective is to prevent harmful exposures. At CARS Recon Inc., this is achieved by protecting the employees using engineering controls, well-designed work practices, the use of lower toxicity materials, administrative controls, or a combination of these controls. Respiratory protection may be necessary where technology or economic feasibility prevents the use of engineering or administrative control measures. In addition, some employees voluntarily request the use of a respirator even in areas where past air monitoring has resulted in exposures below permissible limits. When respirators are provided, they are utilized within the context of a complete and well-developed respiratory protection program.

The purpose of this program is to comply with the OSHA Respiratory Protection Standard (29 CFR 1910.134) and to ensure that respirators are used properly when provided for employee protection

2.0 PROGRAM OVERVIEW

The elements covered in this program include:

-Specific responsibilities as they pertain to the respiratory protection program.
-The types of respiratory hazards present.
-Selection, use, and limitations of respirators.
-Instructions for inspection.
-Procedures for maintenance and storage Employee information and training Medical approval procedures.
-Respirator fit testing requirements mechanical agitation such as splashing, pouring or spraying.

3.0 RESPONSIBILITIES UNDER THE PROGRAM

The responsibility of (Body Shop Manager) will be to determine the need for respirators, provide surveillance of work area conditions, oversee fit-testing procedures, employee training, medical evaluations and maintain records related to the Respiratory Protection Program.

The responsibility of (Body Shop Manager) is to ensure availability of respirators, conduct random inspections on care and use of respirators, enforce proper respirator use, conduct annual fit-tests, and assure documentation of fit-testing and training programs.

The responsibility of the respirator wearer is the most important. It is the employee's responsibility to properly use respirators in accordance with company policies and the training provided to them. It is also the employee's responsibility to properly clean, disinfect, inspect, maintain and store their respirator. Employees are instructed to immediately inform the supervisor of malfunctioning respiratory protective equipment.

4.0 TYPES OF RESPIRATORY HAZARDS PRESENT

Respirators are selected based on the types of respiratory hazards present in the working environment, the quality of fit needed, and the nature of the work to be performed. At CARS Recon Inc. the types of respiratory hazards include:

DUSTS. Dusts are finely divided particles that are suspended in air. These may be generated by the normal use of pigments and powdered chemicals, and by mechanical processes such as grinding, crushing or pulverizing.

Respiratory Protection Program (continued)

FUMES. Fumes may be generated for welding activities in confined or poorly ventilated areas and are usually in the form of a smoke-like emission.

MISTS. Dispersion of liquid particles in air.

VAPORS. Vapors are the gaseous state of a substance, which is normally a liquid or a solid. Vapors can be generated from organic solvents that have moderate to high evaporation rates and from other materials that, when heated, generate organic vapors.

GASES. A material which does not become liquid or solid at ordinary temperature and pressure, i.e. nitrogen, oxygen.

5.0 TYPES OF RESPIRATORS USED

At CARS Recon Inc., employees are provided with several different types of respirators including a dust mask (disposable or filtering face-piece), half-face cartridge respirator, full-face cartridge respirator, powered air purifying respirator (PAPR) and a self-contained breathing apparatus (SCBA).

This program discusses each of these forms of respiratory protection except the self-contained breathing apparatus. The SCBA is to be worn only be personnel specifically trained in its use. Employees are informed of the appropriate respirator to use by their area supervisor based on the types of hazards present.

6.0 RESPIRATOR USE AND LIMITATIONS

6.1 Air Purifying Filtering Face-piece Respirator - (e.g. 3M 8210 Dust Mask)

This respirator is used for dusts, mists and metal fumes. It is a lightweight, disposable mask that covers the mouth and nose. It is designed as a single use respirator and is not meant to be used for more than one full work shift. These masks will have a minimum filter efficiency rating of N95.

It is suitable for dusts having a Permissible Exposure Limit (PEL) for an 8-hour Time Weighted Average (TWA) not less than 0.05 milligrams per cubic meter of air, including but not limited to chromium, manganese, aluminum, iron ore and silica. It is also suitable for mists having a PEL not less than 0.05 milligrams per cubic meter of air as long as the mists do not produce harmful vapors or gases.

These dust masks are not approved for protection against harmful vapors and gases, asbestos, sandblasting, or solvent cleaning operations.

The dust mask will not be suggested for use when contaminants are unknown or when concentrations are expected to exceed 10 times the OSHA permissible exposure limit.

6.2 Half-Face Air Purifying Chemical Cartridge Respirator

This respirator is assigned to individual workers for their exclusive use and is available in small, medium and large. It covers the mouth and nose.

Respiratory Protection Program (continued)

6.3 Full-Face Air Purifying Chemical Cartridge Respirator

This respirator is designed to provide eye and face protection as well as respiratory protection. It is issued on an "as needed" basis.

This respirator provides protection against hazardous vapors, gases, and/or particulate matter depending on the cartridges used.

6.4 Cartridges for Half and Full-Face Respirators

The Cartridges used in conjunction with the half and full-face respirators are color coded as follows. The cartridges are to be used for protection against only those air contaminants for which they are designated.

6.4.1 White Cartridge

Used for protection against acid gases and formaldehyde. Examples of contaminants would be chlorine, hydrogen chloride, sulfur dioxide, and formaldehyde.

6.4.2 Green Cartridge

Used for protection against ammonia. Examples: Ammonium Hydroxide.

6.4.3 Black Cartridge

Used for protection against organic vapors.

Examples: There are many types of organic vapors these cartridges will protect against, including, but not limited to Benzene, Toluene, Xylene, Acetone, Mineral Spirits and Kerosene.

6.4.4 Purple Cartridge

Used for protection against fine particles. It is a high efficiency particulate air (HEPA) filter used to handle dusts, fumes, and mists. These filter cartridges are especially good at filtering out fine dusts. They may be used when hazard evaluations indicate the need for a higher efficiency filter.

Examples: Lead and Lead Chromate pigments.

6.4.5 Pre-filter, Pre-filter Adapter and Filter Cover Assembly

Can be used for protection against dusts and mists having a *Permissible Exposure Limit/Time Weighted Average* not less than .05 milligrams per cubic meter of air. Provides the same level of protection as a dust/mist or filtering face-piece respirator.

Respiratory Protection Program (continued)

When in dusty environments the pre- filter and filter covers should be used with the white, green and black cartridges to prolong the life of these cartridges.

NOTE: When using gas or vapor cartridges, you will know the service life is ending when the contaminants respective taste or odor is detected, or you begin to experience any irritation associated with the contaminant. When using particulate cartridges or pre-filters with the respirator, the cartridges or pre-filters should be replaced when breathing becomes difficult or if visual breakthrough occurs. Filtering face-piece respirators (dust masks) are single use respirators not designed to be used more than one full work shift. In all cases, the manufacturer should be consulted regarding appropriate cartridge change-out schedules.

6.5 Powered Air Purifying Respirators (PAPR)

6.5.1 North Model 9880 PAPR (this is only an example)

The 9880 is a powered air-purifying respirator. When it is equipped with appropriate cartridges, a battery-operated blower draws air through the cartridges and keeps the respirator face-piece under positive pressure.
This respirator is specifically designed for use in atmospheres containing particulate matter. It is approved for respiratory protection against dusts, fumes, and mists having a time-weighted average less than 0.05 milligrams per cubic meter of air. This respirator is not to be used in areas containing toxic gases and vapors.

6.5.2 3M Snap-cap Hooded PAPR (this is only an example)

The 3M powered air-purifying respirator is equipped with a hip mounted motor/blower unit that accepts various types of cartridge elements. The battery- operated blower draws air through the filter and delivers it into the loose-fitting hood.

7.0 LIMITATIONS FOR AIR- PURIFYING RESPIRATORS

Air-purifying respirators, when properly selected and fitted, will significantly reduce, but will not eliminate, the breathing of contaminants by the respirator wearer.

Respirators cannot be worn when conditions prevent direct contact between the face and the sealing edge of the respirator. Such conditions would include beards or other hair, temple bars of safety glasses or corrective lenses and caps or other head coverings, which may pass between the face-piece and the face. Therefore, all users of air-purifying respirators must participate in annual fit-testing procedures.

Respiratory Protection Program (continued)

Air-purifying respirators will not be used in sandblasting operations; in poorly ventilated areas; for firefighting; in confined spaces without proper ventilation; or for protection for vapors and/or gases that lack adequate warning properties of irritation, odor, or taste at permissible exposure concentrations.

Air-purifying respirators will not be used in oxygen deficient atmospheres that contain less than 19.5% oxygen or in atmospheres immediately dangerous to life or health (IDLH).

The service life of any air-purifying respirator will vary depending on the work environment. Prior to the use of any piece of respiratory protective equipment you should be familiar with the respective properties (i.e. smell, taste, irritation, etc.) of the contaminant the respirator is being used to protect against.

When wearing any respirator, if breathing becomes difficult, dizziness or other distress occurs (cramps, exhaustion, etc.), employees are instructed to immediately leave the contaminated area, examine the respirator and inform their supervisor.

Employees are trained to NOT alter or modify respirators in any way.

8.0 INSPECTION, CLEANING AND MAINTENANCE

8.1 INSPECTION OF RESPIRATORS

Respirator maintenance is an essential part of the overall respirator program. A poorly maintained or malfunctioning respirator is as dangerous if not more dangerous than not wearing a respirator at all.

Employees are instructed on how to maintain their respirator.

8.2 CLEANING OF RESPIRATORS

Respirators are cleaned in accordance with the following procedure:

8.2.1To Clean the Half-Face Respirator: Remove cartridges.

Remove exhalation valve guard, exhalation valve, inhalation valves, and head strap assembly. (Do not soak head strap).
Rinse off surface dirt in sink (scrub with mild soap if needed).
Spray with PPE cleaning solution, wipe thoroughly, rinse in sink.
Dray and assemble.
Seal in plastic bag and place in storage container.

Respiratory Protection Program (continued)

8.2.2 To Clean the Full-face Respirator: Remove cartridges.
Remove nasal cup, speaker diaphragm, speaker adapter, inhalation valves, valve guard, exhalation valve and valve seat for thorough cleaning.
Rinse off surface dirt in sink (scrub for thorough cleaning).
Spray with PPE cleaning solution, wipe thoroughly, rinse in sink.
Dry and assemble. Make sure you have all parts.
Place in a dry clean secure area.

8.2.3 To Clean a PAPR Respirator:
Unscrew and remove exhalation valve guard, valve and seat. Remove the valve assembly from the fireplace.
Remove the threaded plastic flange, which holds the exhalation valve seat from the inside of the oral/nasal cup.
Remove oral/nasal cup assembly by pulling it from the mask.
Unscrew the nut retaining the speaker diaphragm and remove the diaphragm and O-ring.
Remove both blower housings from the face- piece. DO NOT SOAK THE BLOWER HOUSINGS WITH WATER. Wipe the outside with a damp rag and clean the insides with short bursts of compressed air if necessary.
Rinse off face-piece assembly in sink to remove surface dust.
Spray with PPE cleaning solution, wipe thoroughly and rinse in
sink Allow face-piece to dry. Reassemble the face-piece.

8.2.4 To Clean the 3M Snap-cap Hooded PAPR:
Snap-cap hood should be dusted or, if possible, vacuumed free of any contamination.
The hood and head suspension should be hand wiped with a damp rag prior to storage.

The cellulose acetate window may be cleaning with kerosene or mineral spirits if needed.
Wipe the battery pack with warm water.
DO NOT soak the battery pack with water.
Screw the blower and filter plugs into the motor-blower unit. With the plugs in place the unit can be rinsed with cleaning solution.

Respiratory Protection Program (continued)

8.3 Maintenance of Respirators

Half face and full-face respirators, which do not pass visual inspections, are to be replaced or repaired immediately. Repairs of respirators by the user are limited to changing cartridges, filters, head straps, and valves. All other replacements or repairs will be performed by the supervisor or other authorized individual.

All malfunctions of any respirator must be reported to the employee's supervisor immediately for repairs.

9.0 STORAGE OF RESPIRATORS

All respiratory protection equipment is to be stored in a manner that will protect against dust, sunlight, heat, extreme cold, excessive moisture, damaging chemicals, mechanical damage and deformation. Employees assigned tight-fitting cartridge respirators must store them in a sealed plastic bag after cleaning.

10.0 FIT TESTING

All employees will be tested for proper fit prior to using any respirator. Production and maintenance employees assigned to wear half-mask filtering face piece or rubber mask style respirators will be fit tested initially. All respirator wearers will be fit tested annually with the respirators they are expected to wear to perform their job duties.

Full-face respirators are fit tested prior to an employee using them for the first time. Fit testing is repeated annually thereafter.

The Safety Coordinator or other authorized individual will conduct fit testing at initial hire or upon initial assignment to a respirator required job. Annual fit testing will be conducted by the Body Shop Manager.

Fit testing will not be conducted if there is any hair growth between the face and the sealing surface of the respirator. CARS Recon Inc. has a policy that requires anyone who may at any time be required to wear a respirator to be clean shaven of all facial hair except a mustache. The purpose of the fit test procedure is to ensure that you can obtain a good face piece to face seal.

Employees are trained to perform a positive and negative pressure fit check prior to each time the respirator is worn in a work area.

For cartridge respirators the negative pressure fit check consists of covering the cartridges with the palms of the hands and inhaling normally so that the face- piece collapses. The employee should not hear or feel any leakage. The positive pressure check consists of covering the exhalation valve with the palm of the hand and exhaling normally so that the face piece

expands. The employee should not hear or feel any leakage. If there is evidence of leakage, employees are trained to reposition or readjust the respirator until no leakage is detected.

If the employee cannot achieve a proper fit with a respirator, they are trained to not enter the contaminated area.

11.0 EMPLOYEE INFORMATION AND TRAINING

All employees provided a respirator (either for voluntary use or for a required operation) will receive training

This training will be performed prior to assignment of a job requiring respirator use and annually thereafter.

Employee training includes:

- Overview of OSHA Respirator Standard.
- Overview of the site's written respiratory protection program.
- Description of the types of respirators used.
- Description of the types of respiratory hazards in the work area.
- Proper use and limitations of respirators Medical approval requirements.
- Fit testing requirements.
- Respirator inspection, cleaning, and storage requirements.
- Filter change schedule requirements for those employees using respirators equipped with cartridges or canisters.

12.0 MEDICAL APPROVAL FOR RESPIRATOR USE

Each employee assigned to wear a respirator (regardless of the duration and frequency of respirator use), will receive an initial medical evaluation prior to use to ensure the employee has no medical limitations. The company will obtain a written recommendation from a licensed health care professional on the ability of the employee to wear a respirator.

Note: The medical provider will be directed to use the Medical Evaluation Questionnaire form (or equivalent) found in Appendix C of the OSHA Respirator Standard.

Respiratory Protection Program (continued)

Follow-up medical exams are dependent on the findings and recommendations of the health care professional.

Additional medical evaluations will be performed if:

- Employee reports changes in medical status
- A supervisor or the Program Administrator believe the employee should be reevaluated
- A change in workplace conditions occurs which substantially increases the physio- logical burden that respirator use places on the employee.

13.0 DEALING WITH AN EMERGENCY

In the event of an emergency or unforeseen situation, which changes the environment in which you are working, immediately leave the area and inform your supervisor. Employees are instructed to not assume that air-purifying respirators will protect you from exposure to unknown contaminants (e.g. firefighting, confined space entry).

14.0 WHERE TO GET MORE INFORMATION

This training program and additional information on the respiratory protective program can be found in (Procedure Manuals) located in the production, maintenance and/or the supervisor's office.

Questions can be directed to your supervisor. A copy of this program and/or the OSHA Respiratory Protection Standard will be provided upon request.

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