

SAFE WORK PRACTICES SHOP WORK

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

1. Shop areas must be regularly checked for fire hazards.
2. Adequate safety procedures must be followed for dispensing of fuels and lubricants.
3. Battery charging operations must meet manufacturers' recommendations.
4. Proper waste containers must be provided and used, and good housekeeping practices observed.
5. Fire extinguishers must be provided, and "No Smoking" signs posted where required.
6. Adequate lighting and ventilation must be provided.
7. Proper personal protective equipment must be worn while working.
8. Carbon monoxide dangers must be checked to ensure a safe working environment.

Guiding Vehicles & Equipment In/Out of Shop:

1. Approach the shop doors slowly – remember, heavy equipment takes longer to stop than a regular passenger vehicle.
2. Walk all the way around the vehicle to ensure adequate clearance and to check for obstacles in the area.
3. When backing up, always have another worker guiding you. The guide must stand at the back of the vehicle on the driver's side and stay within range of the driver's mirror, keeping the back of the vehicle in sight at all times.
4. When guiding a vehicle, make sure that you can see the driver and the driver can see you at all times. If other traffic flow may be affected, have another worker directing that traffic safely around the vehicle being moved.
5. Do not allow vehicles or equipment to run inside the shop any longer than necessary. Always ensure adequate ventilation.