

# **Twenty Steps for a Safer Workplace at Your Business; OSHA Requirements for Implement Dealers.**

If you're not sure of regulatory requirements for your business, then you need to read on.

The following is offered by Regulatory Consultants Inc. (RCI), to assist you, the equipment dealer, to better understand the regulatory responsibility that you have at your place of business.

Your Association endorses RCI services and recommends that you consider using RCI services to comply with regulatory issues. You are required to implement and maintain the following OSHA requirements:

1. OSHA 300 log of injuries and illnesses (to be posted during the month of February each year).
2. OSHA 301 or equivalent.
3. OSHA posters and signs.
4. Provide first aid and possible blood borne pathogens training and first aid kits.
5. Provide a Hazard Communication Program – a written program covering and containing a list of hazardous chemicals to which employees may be exposed. It also includes policy and procedures for labeling of containers; a provision for material safety data sheets (MSDS); review or retraining for non-routine tasks; policy and procedures for dealing with contractors; and employee training on chemical handling and protective measures for chemicals that they are exposed to.
6. Provide for Personal Protective Equipment (PPE) as needed for: eyes, face, head, feet, hands and arms, respiratory, falls and noise exposure protection. Eyewash and deluge shower stations may also be required.
7. Hazard Assessment Certification – documentation verifying determination of required PPE for each work area.
8. Housekeeping – keep working areas clean of everything from trash to empty chemical containers, oily rags to paper, wood to metal shavings, parts and pieces of equipment.
9. Marking and maintaining clear exits and paths to exits.

10. Machine Guarding – all moving parts must be guarded, such as wheels, sprockets, belts, chains, fan blades and shafts.
11. Compressed air – regulate to 30 psi or less for work area cleaning. DO NOT use for cleaning of a person's clothing, regardless of how low it is regulated.
12. Spray finishing and painting must be performed in a special area clear of ignition sources and separated from other work areas. Ventilation systems may also be required.
13. Flammable aerosols like paints, thinners, solvents, oils, and greases must be kept in fire resistant cabinets.
14. Jacks and hoisting equipment - all jacks, hoists and chains must have a load rated and marked with the rating.
15. Fire Prevention and Protection – provide, maintain, and inspect fire extinguishers. Use hot work permits or maintain hot work area.
16. Electrical Safety – use proper extension cords, never use as permanent wiring. All cords must be in good shape – no frays, cuts, patches, splices or loose connections.
17. Lockout/Tagout – this applies to service or maintenance of machinery or systems. A written new control program for each machine or system is required everywhere an unexpected release of stored energy could occur. An annual review is also required and you must provide locks and tags. This remains an important OSHA standard for implement dealers.
18. Industrial Vehicles - you must provide classroom and hands-on training; reevaluate driver performance every three years and perform pre-shift/use inspections and regular maintenance.
19. Permit Required Confined Space – the implement dealer may or may not have this requirement.
20. Emergency Action Plan – this is a written plan stating your company's policies and procedures with respect to the emergency escape procedures, escape route assignments; rendezvous area; procedures for accounting for all employees and designated emergency tasks.

The above is a brief overview of the OSHA Standards. It is not intended for use as a complete explanation of all OSHA regulations, but only as a quick look at the requirements that affect the implement dealer.

Source: Regulatory Consultants Inc.