



## **KRC Shop - Hoist Bays Standard Operating Guidelines**

### **General Information**

This program is set up to institute the minimum safety requirements for use of the KRC automotive shops and hoist bays. The Shop – Hoist Standard Operating Guideline (SOG) is required at KRC to inform employees of the correct procedures for utilization of the shop automotive bays and hoists for safe vehicle repair or maintenance. Failure to follow the Shop – Hoist SOG may cause serious injury or death.

### **Application**

The Shop – Hoist SOG, when followed correctly, will ensure that users of the shops and hoists will operate in a safe manner. Every Shop - Hoist user will receive training and background information on the purpose and use of the Shop - Hoist SOG. The users of the automotive shop areas and hoists are expected to correctly follow the guidelines set in the Shop - Hoist SOG.

### **Disciplinary Action**

If a user fails to follow the Shop-Hoist SOG, they will be subject to disciplinary action.

### **Affected Machinery or Equipment**

The KRC shops in buildings 71, 72, 74, 78, 79, 80, 102, 116, 117 and 121 contain tools and hoists for automotive repair.

The guidelines for shop and hoist use are shown on the following page.



## Guidelines for Shop - Hoist Use

- 1) Preparation: Shop - Hoist users should review the written guidelines to ensure that they completely understand the Shop - Hoist SOG.
- 2) Users will check availability with the Shop Supervisor and notify the Facility Manager **PRIOR** to performing any vehicle maintenance in the shop or on the hoists.
- 3) The user will be expected to have training in the use of any of the shop equipment, including use of the individual hoists, or any other equipment **PRIOR** to performing any vehicle maintenance.
- 4) Proper personal protection equipment (PPE) must be worn when working in the automotive shops. This includes safety glasses, hearing protection and steel toe boots, if the operation requires them.
- 5) The vehicle battery must be disconnected prior to any mechanical, electrical, or welding services being performed.
- 6) Fire extinguishers must be in close proximity to the vehicle.
- 7) Vehicles are not to be left on the hoist overnight in the “high” suspended position.
- 8) The user must always let someone know when they will be working under a vehicle.
- 9) The two-person rule applies. A user of the shop must never work alone after hours or on weekends. Another MTU/KRC employee or student should be present and be aware that the user is working in the shop. The second person should check on the shop user for safety reasons.
- 10) All leaks must be contained, and the shop area cleaned after completing automotive work.
- 11) All shop supplies must be accounted for.
- 12) In the event of an accident the user or second person should contact the Facility Manager and Shop Supervisor immediately.

### Contact Information:

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#### **Adam Moyle – Shop Supervisor**

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#### **Emergency**

From Cell Phone    911

From KRC Phones 8-911