MOTORCARE SIERRA LEONE

Lightfoot Boston Road,
Off Wilkinson Road, Freetown

1(One) Day Site Assessment Report

31st August 2011

HEALTH, SAFETY & THE ENVIRONMENT

Author: Alusine M. Tarawally

Mechanical/Environmental Engineer
This document contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.
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1. INTRODUCTION

The assessment was carried out on the vehicle repair and maintenance activities of MotorCare garage. 17(Seventeen) mechanics are employed on these activities, including one apprentice. Three are auto technicians and another three of the mechanics work in the body shop which contains body repairs and spray/bake facilities. Two particular mechanics are charged with the responsibility for tyre repair, replacement and inflation. The mechanics are a mixture of graduate technicians and those with the required skills and experience only. A further two employees work in the stores.

Access of non-employees is carefully controlled. Customers report to reception and do not normally enter the work areas. Suppliers are escorted when visiting the stores, while other personnel, including inspectors and maintenance engineers/contractors, are the direct responsibility of the relevant supervisor. This procedure sounds perfect if it is strictly implemented. Members of the public should be restricted to low risk areas of the premises (which could include clearly marked walkways) or escorted by a member of staff.

The assessment was undertaken with the garage supervisor. He was familiar with the various work areas but not with the detailed work practices and their associated hazards. This was the case for all the technicians I spoke with. He was particularly aware of the need for fire precautions as fire training and drills are conducted on an annual basis by Fire prevention service providers.

2. PURPOSE

The purpose of this survey is to:

1. Do a 1(One) day site assessment of Health, safety and Environmental standards of Motorcare maintenance facility; and

2. Recommend specific safe management or control measures for the identified risks and or hazards.

3. ASSESSMENT METHODOLOGY

The assessment procedure was explained to the Workshop supervisor with particular concern on unsafe acts, unsafe conditions and associated hazards, storage and disposal of various waste materials. This was done by systematically going from work area to work
area, identifying the hazards associated with each equipment and activities in each work area, shadowing technicians to see what hazards they meet while going about their work and their concern about health, safety and the environment. Assess the appropriate level of first aid and investigate the incident book if any. It would have been best to do the tour with a safety representative to know if he/she has first-hand knowledge about risk in the workplace and is able to provide practical solutions in controlling them.

A preliminary checklist as shown in Figure 1, which identifies the main hazards that are likely to be found and the associated issues for further consideration was developed.

**Table 1: Main hazards and the associated issues to be considered.**

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Issues to consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous substances used and arising from work activity</td>
<td>Can use of existing chemicals be eliminated or safer substitutes used? Data sheets, procedures for use and storage, personal protective equipment, training, disposal. Exhaust fumes, asbestos arising from work activity.</td>
</tr>
<tr>
<td>Fire</td>
<td>Means of escape, fire alarm and fire-fighting, use and storage of flammable gas cylinders, flammable liquids, housekeeping, smoking.</td>
</tr>
<tr>
<td>Electrical equipment</td>
<td>Visual checks, routine maintenance.</td>
</tr>
<tr>
<td>Mechanical equipment</td>
<td>Guarding, failure of equipment; inspection and maintenance, training.</td>
</tr>
<tr>
<td>Welding</td>
<td>Protective equipment, adequate ventilation.</td>
</tr>
<tr>
<td>Slips, trips and falls</td>
<td>Cleaning, housekeeping, defined work areas, dealing with spillages.</td>
</tr>
<tr>
<td>Compressed air</td>
<td>Regular examinations, avoid injections into body.</td>
</tr>
<tr>
<td>Waste disposal</td>
<td>How waste stream will be recovered or disposed of, and how any impacts on the environment from waste management activities will be reduced.</td>
</tr>
<tr>
<td>Others</td>
<td>Generator house, Public access to workshop, Vehicle movements, Hygiene and comfort.</td>
</tr>
</tbody>
</table>
4. FINDINGS & RELATED ISSUES

The facility presented a number of hazards though the technicians show very little concern about their own health, safety and the environment.

The information gathered during the tour was used to set down the particular hazards identified, the people at risk from those hazards, environmental impacts and the existing control measures. After discussing each hazard with the supervisor and technician concern for each hazard we are able to decide whether their present controls was adequate and what, if any, additional controls were required. This information was recorded and is part of the assessment as shown in table 2.
### Table 2: Assessment

<table>
<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed and how?</th>
<th>What are you already doing?</th>
<th>What further action is necessary?</th>
<th>How will you put the assessment into action?</th>
</tr>
</thead>
</table>
| **Hazardous Substances** | Frequent and prolonged contact with used engine oil may cause dermatitis and other skin disorders, including skin cancer, so avoid unnecessary contact. | - Garage uniforms supplied and used.  
- Appropriate containers provided for collecting waste oil. | ✓ Adopt safe systems of work and wear protective clothing, which should be cleaned or replaced regularly.  
✓ Wearing nitrile gloves to reduce hand contamination when draining used engine oils see figure 1.  
✓ Maintain high standards of personal hygiene. | |
### What are the hazards?

- Car engine running inside, toxic exhaust fumes, e.g. carbon monoxide.

- Isocyanate paints, petroleum paints and thinners used in spray booths.

### Who might be harmed and how?

- Exhaust fumes can quickly reach harmful concentrations, particularly from cold or intermittently run engines (when run indoors without exhaust ventilation). Almost all bodyshops use isocyanate-containing paints. Remember that water-based does not mean isocyanate-free. Breathing in isocyanate paint mist.

### What are you already doing?

- Car exhaust attached to extractor system when engine is running.

- Properly designed, application and use of spray booth see fig 3.

- Using Filtering nose mask, see

### What further action is necessary?

- Extractor system to be maintained and tested to prevent leaks, See figure 2.

- Following correct working procedures;

- Using air-fed breathing apparatus (BA);

### How will you put the assessment into action?

<table>
<thead>
<tr>
<th>Action by whom</th>
<th>Action by when</th>
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One day Site Assessment Report – HEALTH, SAFETY & THE ENVIRONMENT

This document is uncontrolled once printed
### MOTOR CARE SIERRA LEONE
HEALTH, SAFETY & THE ENVIRONMENT

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Ø Handling of fillers and dust from grinding, Brake and clutch lining and disc handling (may contain asbestos)</td>
<td>can cause asthma and vehicle paint sprayers are more likely to get this disease than the general worker. All Employees, particularly those involve in the task. Abraded dust should not be blown off with compressed airline as this makes the dust airborne. Accidental or deliberate injection of</td>
<td>figure 4</td>
<td>✓ Checking that the controls are working properly and clearance time poster is displayed; ✓ A vacuum device or similarly effective work procedure should be used instead, see figure 6. ✓ Use clean, wet rags to clean out drums or housings and dispose of used rags in a plastic</td>
<td></td>
</tr>
</tbody>
</table>
## What are the hazards?

- Material and/or compressed air, either through the skin or into a body orifice, may cause injuries that can be fatal.

## Who might be harmed and how?

**Fire**

- Spark and dust from grinding and welding.

Building could be burnt down, workers and visitors could be trapped in burning building and/or suffer severe or fatal burns.

## What are you already doing?

- Smoking prohibited in all work areas.
- Extinguishers provided and inspected under contract.

## What further action is necessary?

- Waste bag while still wet.
- Overalls and respirator should be worn.
- Hazardous area classification and zoning.
- Keep emergency exits well signposted and clear of obstructions.

## How will you put the assessment into action?

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HEALTH, SAFETY & THE ENVIRONMENT

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</tr>
</thead>
<tbody>
<tr>
<td>➢ Use of flammable substances.</td>
<td></td>
<td>➢ Flammables are stored in small quantities, (Dad’s car centre supply spray paints when needed)</td>
<td>✨ Minimise likelihood of fuel spillages and cleared off immediately.</td>
<td></td>
</tr>
<tr>
<td>➢ Fuels.</td>
<td></td>
<td>➢ Training on use of extinguishers for all workers.</td>
<td>✨ Operation should be carried out in a well-ventilated area.</td>
<td></td>
</tr>
<tr>
<td>➢ Battery charging</td>
<td>Workers could suffer burns from contact with battery acid whilst charging, particularly if battery is overcharged</td>
<td>➢ Proprietary charger, installed by electrician is used in accordance with instructions, see</td>
<td>✨ Acid resistant gloves and goggles</td>
<td></td>
</tr>
</tbody>
</table>

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### Motor Care Sierra Leone

#### Health, Safety & The Environment

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed electrical installations.</strong></td>
<td>And explodes.</td>
<td>Figure 8.</td>
<td></td>
<td>Supplied and used.</td>
</tr>
<tr>
<td><strong>Range of portable appliances e.g. hand lamps, plugs and sockets.</strong></td>
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<tr>
<td><strong>Inadvertent contact with electrical parts.</strong></td>
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</tbody>
</table>

**Electrical Equipment**

- All workers could suffer potentially fatal shocks or burns if they use faulty electrical equipment - portable equipment is particularly liable to damage. Faulty equipment could also start a fire.
- Only trained employees are allowed to use electrical appliances.
- Labelling of switches; protection of wiring; to be 1m above floor level.
- Visual checks by users, periodic formal inspection and testing of equipment liable to damage.

**Mechanical Equipment**

- Moving parts can trap parts of the employee’s body (e.g. fingers/hand/arm) causing crush injuries.
- Guarding provided, see figure 9.
- All mechanical equipment checked before use and faults reported to supervisor.
<table>
<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed and how?</th>
<th>What are you already doing?</th>
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<th>How will you put the assessment into action?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car lifts or jacks failure.</td>
<td>Failure of a car lift or jack may cause severe crush injuries if a vehicle fell on an employee - those who work in vehicle repair are particularly at risk.</td>
<td>Axle stands used after lifting vehicle with jack, see figure 10.</td>
<td>✓ Equipment not to be left running unattended</td>
<td>Action by whom</td>
</tr>
<tr>
<td>Welding equipment.</td>
<td>Employees performing the task and others nearby.</td>
<td>Storage of gas cylinders is limited to required quantity and in a safe location.</td>
<td>✓ When welding, wear appropriate clothing that covers arms and legs, and</td>
<td></td>
</tr>
<tr>
<td>✓ Equipment not to be left running unattended</td>
<td>✓ Safety goggles provided and worn.</td>
<td>✓ Car lifts and jacks checks, periodic formal inspection and testing.</td>
<td>✓ Axle stands regularly maintained and inspected.</td>
<td></td>
</tr>
</tbody>
</table>
### What are the hazards?

Harmful fumes and gases generated during hot work.

Fires caused by the ignition of flammable material on or near cars such as trim, carpets and upholstery and petrol in tanks, fuel lines and nearby containers – often started by sparks or drips of molten metal.

### Who might be harmed and how?

- Screen is provided to protect others from radiation, see figure 11.
- Protect cylinders from damage by putting unstable cylinders in racks, and providing trolleys, see figure 12.

### What are you already doing?

- Well-ventilated place.

### What further action is necessary?

- Use suitable gloves. Wear goggles when chipping slag or wire-brushing welds.
- Protect cylinders from damage by chaining unstable cylinders in racks, and providing suitable trolleys, see figure 13.
- Examine flexible gas and oxygen hoses and replace them if they are damaged or perished – never

### How will you put the assessment into action?

- Action by whom
- Action by when
- Done
### What are the hazards?

<table>
<thead>
<tr>
<th>Slips, trips and falls.</th>
<th>Who might be harmed and how?</th>
<th>What are you already doing?</th>
<th>What further action is necessary?</th>
<th>How will you put the assessment into action?</th>
</tr>
</thead>
<tbody>
<tr>
<td>slipping on access steps;</td>
<td>All workers and visitors may suffer a strain/sprain or even a fracture through slipping on oil/water spillages.</td>
<td>• Absorbent granules and sawdust put on spills as soon as possible.</td>
<td>✓ Good housekeeping standards maintained through training and monitoring.</td>
<td>repair hoses with tape or band, see figure 14.</td>
</tr>
<tr>
<td>Trips due to uneven floors.</td>
<td>Injuries such as fractures may be incurred by workers if they fall from ladders, the top of vehicles, or raised storage areas.</td>
<td>✓ Walkways and storage areas designated by yellow lines.</td>
<td>✓ Limit access to the area by providing enough signs and supervision to</td>
<td></td>
</tr>
<tr>
<td>Trailing cables.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What are the hazards?</td>
<td>Who might be harmed and how?</td>
<td>What are you already doing?</td>
<td>What further action is necessary?</td>
<td>How will you put the assessment into action?</td>
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</tr>
<tr>
<td>Falling into a pit.</td>
<td></td>
<td>• Pits designated by black and yellow bands, see figure 15.</td>
<td>enforce this segregation.</td>
<td>Action by whom: enforce this segregation. Action by when: Where practical, improve visibility and cover pit openings when they are not in use.</td>
</tr>
</tbody>
</table>
| Compressed air         |                               | • System inspected and serviced every year, see figure 16.  
                          | Air blast from a ruptured or burst tyre or violent separation of the component parts. | • Use of pressure gauge/control valve to inflate any tyre, see figure 17. | ✓ Ensure there is a maintenance programme for the whole pressure system. It should take into account the system and equipment age, its uses and the environment. |
### What are the hazards?

- Injection of air in the body

  Workers could suffer damage to internal organs if air is introduced into the body.

### Waste disposal

- Waste Oils

  All employees and others who remove the waste,

<table>
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<tr>
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<tr>
<td>Injection of air in the body</td>
<td>Workers could suffer damage to internal organs if air is introduced into the body.</td>
<td></td>
<td>✓ The pressure of the compressed air supplied from the receiver should be as low as practicable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ All workers trained in safe working procedures and dangers of horseplay, see figure 18.</td>
</tr>
<tr>
<td>Waste disposal</td>
<td>All employees and others who remove the waste,</td>
<td></td>
<td>✓ Decontaminate spills of reactive hardeners and empty hardener</td>
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<table>
<thead>
<tr>
<th>Action by whom</th>
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</table>
### What are the hazards?

- Other substances; reactive hardeners, thinners, paints.

### Who might be harmed and how?

Soil/Ground water contamination and air pollution,

### What are you already doing?

- 19 and 20.
- Waste removed by firm of specialist contractors.

### What further action is necessary?

- Containers before disposal (Keep lids on cans and keep containers closed to stop vapour escaping).
- Keep these areas free of ignition sources and suitable fire extinguisher should be located nearby,
- It is illegal to dispose of explosives as normal waste and domestic/commercial.

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**How will you put the assessment into action?**

<table>
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<tr>
<td>What are the hazards?</td>
<td>Who might be harmed and how?</td>
<td>What are you already doing?</td>
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</tr>
<tr>
<td><strong>Others</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Generator house.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All employees and visitors may suffer from Fire outbreak, electrocution and burns.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Breathing in diesel fumes can affect your health, and exposure to the fumes can cause irritation of your eyes or respiratory tract.</td>
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<td></td>
<td></td>
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<tr>
<td>What are the hazards?</td>
<td>Who might be harmed and how?</td>
<td>What are you already doing?</td>
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<td>-----------------------</td>
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<td>----------------------------</td>
</tr>
<tr>
<td>Public access to workshop.</td>
<td>Customers could suffer various injuries if they wander into the workshop.</td>
<td>• Signs up banning customers from the workshop, see figure 24.</td>
</tr>
<tr>
<td>Vehicle movements.</td>
<td>Injuries such as fractures can occur if vehicles hit workers or visitors.</td>
<td>• Safe parking provided for customers, see figure 25.</td>
</tr>
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</table>

One day Site Assessment Report – HEALTH, SAFETY & THE ENVIRONMENT
### What are the hazards?

- **Hygiene and comfort.**

### Who might be harmed and how?

- All workers.

### What are you already doing?

- Toilets and sinks available, cleaned daily.

### What further action is necessary?

- Locker room for drying and storage of own clothes and work clothing/equipment to be provided.
- Drinking water and cups to be provided.
- and around premises, see figure 26.

### How will you put the assessment into action?

- Action by whom
- Action by when
- Done
5. CONCLUSION AND RECOMMENDATIONS

No formal health, safety or environmental training of staff has been carried out at the site. A safety representative has formally been appointed, however no other health, safety and environmental roles and responsibilities have been allocated to site personnel. A health, safety and environmental training needs assessment and training plan should be prepared for employees (including contractors). This should cover issues such as fire & spill response, first aid, materials handling and storage, and waste management and disposal.

Identify key staff that will be responsible for environmental management functions at the site. These staff should be appropriately trained and a formalised health, safety and environmental management organisational structure developed.

As a simple start, immediate actions that require attention include;

- Introduce a system to record issue and inspection of personal protective equipment,
- Minimum PPE should be worn with adequate reflector at all times within the maintenance area,
- Monitor the use of personal protective equipment by all workers,
- Display appropriate signage in all work areas, see figure 27.

In general housekeeping in external areas could be improved, particularly in relation to the temporary storage of waste, redundant equipment, and scrap materials. This could be achieved with minimum or no extra cost with a competent and experience supervision.
6. **PHOTOGRAPHY WITH COMMENTS.**

Adhere to Product safety data.

Maintain couplings and flexible connections in good condition to prevent leaks.

Figure 1: Hand contamination and wounds

Figure 2: Exhaust extractor
Spray rooms are relatively inefficient compared with properly designed spray booths.

Using air-fed breathing apparatus is mandatory when spraying isocyanate-based products. Isocyanate paint mist is tasteless and odourless and filtering nose masks can fail to protect without warning.

Figure 3: Properly designed spray booth

Figure 4: Filtering nose mask
Abraded dust should not be blown off with compressed airline as this makes the dust airborne – a vacuum device or similarly effective work procedure should be used instead.

Figure 5: Compressed air gun used to blow away fillings, chips, dust etc.

Uses the Venturi principle to convert compressed air to suction

Figure 6: Vacuum device use to suck and contain the contaminant
Ensure no bare wires are visible from connectors or sockets, incorrect connecting/disconnecting can create spark that can cause explosion.

Figure 8: Battery charger.

Driveshaft and the rotating road wheel is effectively guarded to reduce the possibility of clothing getting caught.

Figure 9: Wheel-balancing machine.
The jack should not be relied upon as the sole support if work is to take place beneath the vehicle or if more than one axle is raised. It should be supplemented with appropriate stands, and the wheels of the vehicle still in contact with the ground should be chocked.

Figure 10: Car axle stands in position.

Protect eyes and skin from exposure to hazardous sources of artificial optical radiation by using screens/curtains/restricted access.

Figure 11: Screen to protect others from radiation and arc eye.
Figure 12: Recommended Oxyacetylene welding equipment

Figure 13: Oxyacetylene welding equipment

Provide suitable trolleys with restraining chains for moving and don’t leave hoses unprotected where they may be damaged.

Ensure the equipment is checked by a competent person before use. Examine flexible gas and oxygen hoses and replace them if they are damaged or perished.
Never repair hoses with tape or band, replace them.

Figure 14: Repaired hose with a band.

Use pit lighting during working hours and replace failed bulbs immediately. White painted walls help reflect light and increase the efficiency of the lighting system, but need to be cleaned regularly.

Figure 15: Inspection pit
Airlines should be long enough with quick-release couplings at both ends to allow the tyre to be deflated from outside the likely explosion trajectory.

Maintain good housekeeping, routine maintenance and use of tape/band should be prohibited.

Figure 16: Compressor for compressed-air system.

Figure 17: Pressure gauge/control valve to inflate tyres
Figure 18: Always stand outside the likely trajectory of any explosion.

Portable restrain and firmly secured cage with safety exclusion zone marked on the workshop floor.

Side walls should be raised to prevent storm water from entering and enough care to eliminate any spillages.

Improve on berm and floor to contain oil as an emergency response in the event of any spill.

Figure 19: Waste oil storage facility.
Provide enough bins for primary segregation and ensure proper and prompt disposal.

Figure 20: General waste storage.

Clear up spillages immediately and maintain floor to a reasonable standard.

Figure 21: Generator house.
Figure 22: The storage of fuels and containers in the generator house should be prohibited.

Figure 23: Good housekeeping standards should be maintained.
Signage should be displayed to restrict and remind customers of hazards.

Figure 24: Main entrance to workshop

Signage should be displayed where visibility is good enough to allow customers see and avoid hazards.

Figure 25: Safe parking for customers
Reversing areas should be planned out and clearly marked, and should be very clear to drivers and other people. Areas can be marked out on the ground, and with clear signs to stop any obstruction.

Figure 26: Parking prohibited on access routes

Figure 27: PPE & Minimum signage to be displayed