**Read this DISCLAIMER prior to using this Safe Work Procedure.**

These procedures have been written by Safety professionals, and not by workers who perform these tasks.  They need to be reviewed by workers and customized to match your company’s processes, tools and machines.

Follow these steps:

1. Print the procedures
2. Have experienced workers (experienced with the tasks) review the procedures and mark up the document with any changes – deletions or additions.  The procedures need to reflect your practices.
3. Workers to then date and sign the document at the bottom of the SWP as “reviewed by”
4. Supervisor to then review the suggested changes and accept or further customize the SWP.
5. Supervisor to sign “Approved by” once procedure accurately reflects your company’s procedures
6. Make changes to digital copy of procedure and add your company logo.  Type in names of reviewers, approvers and dates at the bottom of the procedure and note” Signature on file”
7. File all original marked up documents.  DO NOT THROW OUT
8. The Procedures are now yours.
9. Review with WSH Committee and document review
10. Train and document your workers according to the tasks they perform.

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| Do not conduct this task ***Wash Bay***during the COVID-19 pandemicunless you have been trained and your Employer has implemented precautions. | | | | | |
| **Photograph(s):**  <<<insert equipment or process photo, picture, or diagram here>>> | **Identified Hazard(s):** | | |  | **Personal Protective Equipment Required:**            **Disinfectant wipes – Hand Sanitizer – Mask – Gloves - Eye Protection – Face Protection**  <<<Add or remove Personal Protective Equipment as to your company’s specific procedures or tasks>>>  <<<Specify PPE specific e.g. Nitrile gloves>>> |
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| insert hazard pictograms and descriptions here. See PDG B-03 chart for examples>>> | | | |
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| **Training Requirements:** Needs to be customized to your work practices.   * Health and Safety Orientation * Task Specific Training * Detailing Chemicals Safe Work Procedure * Driving in Buildings Safe Work Procedure * WHMIS * PPE Fit and Inspection Training * COVID-19 SWPs * Class 3 Driver’s license | | | | | |
| **Safe Work Practices** | | | | | |
| Keep a distance of at least two meters | | Prohibit customers in the shop/wash bays | | | |
| Only one detailer will work on a vehicle at a time | | Disinfect vehicle touch points before and after driving. | | | |
| Wash hands often use alcohol-based hand cleaners | | Disinfect all tools and chemical bottles after each vehicle | | | |
| Towels will be discarded for laundry after each vehicle | |  | | | |
| Reference your Safety Management System/Program  Any other relevant legislation (federal or provincial references when working outside of Manitoba)  **S2Safety SWP036[V1.0]**  Workplace Safety and Health M.R. 217/2006   * Part 2 General Duties * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 20 Vehicular and Pedestrian Traffic * Part 35 Workplace Hazardous Materials Information System * Part 36 Chemical and Biological Substances Application | | | | | |

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| **Safe Work Procedures** |
| *Note: Conduct a risk assessment of the detail department to determine if it is an essential service. If deemed nonessential close the detailing department or limit operations to new vehicles only to limit exposure of COVID-19.*   1. Follow Driving in Buildings and Detailing Chemicals Procedures. See below for additional measures against COVID-19. |
| 1. Customers shall first complete a phone/online vetting application with questions such as:  * Have you recently travelled outside of Manitoba in the last 14 days? * Have you been in contact with anyone who has recently travelled in the last 14 days?   + See travel exceptions to this requirement specified in the public health order. [link](https://www.gov.mb.ca/covid19/soe.html) * Have you been in close contact with someone who has been tested for COVID-19? * Do you have any symptoms such as coughing, difficulty breathing, fever?   **If the customer answers “yes” to any of the above questions the vehicle detailing process will be suspended until the customer application question responses are all “no”** |
| 1. Once the customer has completed the phone/online application and it is approved detail staff can start the procedure. |
| 1. Detailers will don all required PPE (gloves, face mask, etc.). |
| 1. Before getting into the vehicle, ensure that you disinfect the vehicle where the previous driver or passengers could have sat/touched. This includes keys, steering wheel, shifter, radio, GPS, rear view mirror, door handles, etc. |
| 1. Drive the vehicle into the wash bay with windows open to allow air circulation. |
| 1. Once the vehicle is in the wash bay ensure all windows and doors are closed and secure. |
| 1. After detailing is complete disinfect all tools, equipment, and chemical bottles used. This includes pressure washer handles, hoses, vacuum handles, etc. |
| 1. All used towels will be discarded for laundering after each vehicle. |
| 1. Move the vehicle to the designated parking spot and disinfect the vehicle where you sat/touched. This includes keys, steering wheel, shifter, radio, GPS, rear view mirror, door handles, etc. |
| 1. Once back at the dealership dispose of gloves and wash your hands for a minimum of 20 seconds with soap. |

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| Revisions to the document made by: |  | Date: |
| Reviewed by: |  | Date: |
| Reviewed by: |  | Date: |
| Reviewed by: |  | Date: |
| Approved by: |  | Date: |