# A picture containing outdoor, road, person, car  Description generated with very high confidence

Car Wash Safety Program

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Company name here

Car Wash Safety Program

Our car wash, <Car Wash Name>, has established a commitment to managing health and safety in the workplace by involving our most important assets, our employees. It is the intent of this program to assist employees, supervisors and managers in safety efforts by providing information and training. We encourage input from all employees to keep safe and prevent injuries. We regularly train employees, supervisors and managers to recognize hazards, encourage reporting of hazards and apply swift remedies to eliminate hazards within the car wash.

The success of our car wash safety program requires the earnest cooperation of each employee.

The following directives are a guideline for keeping employees injury free and conforming with Cal/OSHA’s Injury and Illness Prevention Program (IIPP) requirements.

I. DESIGNATE A COMPANY SAFETY COORDINATOR

 <Designated Person> has been assigned the responsibility and authority to manage the car wash safety program for <Car Wash Name>. The coordinator’s name and phone number should be made available to all employees. Encourage employees to communicate with the coordinator regarding safety questions, concerns or suggestions.

It’s important to understand that the ultimate responsibility for safety and health in the workplace still rests with each employee.

**Safety begins at the top and should be introduced in the beginning!** Your car wash’s commitment to workplace safety should start with management and be evident throughout the facility. The new hire process is a critical time to introduce safety-related policies, procedures and expectations.

II. PROVIDE FORMAL SAFETY TRAINING TO EACH NEW-HIRE EMPLOYEE

Safety begins on day one. All new hires will undergo car wash safety orientation prior to beginning their job tasks. The new hire training checklist should be modified to include job-specific instructions, then reviewed and signed by each new hire.

When new machinery, equipment or processes are introduced to an employee, training will be documented using the attached training checklist or similar means.

III. SCHEDULE REGULAR SAFETY COMMUNICATIONS

Effective safety communication between management/supervisors and employees is paramount to the company’s success. All safety communication efforts will be documented. The following (checked) methods will be used:

* Employee safety meetings conducted <monthly, quarterly, semi-annually, annually> and recorded with interim meetings as needed
* New employee safety orientation
* Employee bulletin boards with safety messages posted regularly
* New hire training checklist
* Workplace hazardsidentification and correction
* Car wash safety inspection checklist
* Accident investigation

IV. EVALUATE HAZARDS/SAFETY INSPECTIONS

There are a variety of hazards that can lead to serious injuries within car wash operations. These include slips, trips and falls, chemical burns, strains, lacerations and heat exhaustion – just to name a few. Refer to the example and the pages that follow for a general list of hazards and safe work practices. This is not intended to be an all-inclusive list, but a list of some of the common hazards and control measures.

Informal safety inspections, to include evaluation of the facility, equipment, machinery and processes will be completed by any/all car wash personnel or by the safety coordinator on an ongoing basis.

Employees are encouraged to report unsafe conditions or practices by informing their supervisor or safety coordinator in person, with a note in the safety suggestion box or <specific company ways to communicate>.

Formal safety inspections will be conducted on a <monthly, quarterly, semi-annual, annual> basis using the attached car wash safety inspection checklist. Any deficiencies identified on the checklist will be immediately addressed with documented corrective action.

V. METHODS OF CORRECTIVE ACTION

Any safety deficiency identified during formal inspections of the facility will be flagged for maintenance and addressed as soon as possible. Employee suggestions will be taken into account at this time with any action items included in this list and prioritized.

VI. ENFORCE SAFETY POLICIES

The Safety coordinator or other car wash representative(s) should randomly and regularly evaluate employee car wash safety practices and conditions. This opportunity should be used to recognize good safety behaviors and correct unsafe actions. Ensure employees are following established car wash safety policies. Refer to your disciplinary procedures to address safety violators.

VII. ACCIDENT INVESTIGATION

One of the most important elements of an effective safety program is the thoughtful completion of an accident investigation.

Encourage employees to report any/all accidents, regardless of if an injury was sustained. Related activities, actions and conditions will provide critical clues to prevent the same accident from happening again.

Use a formal accident investigation (example included) to record accident details and explanations. Take photos, check surveillance cameras and interview witnesses. Use fact-finding questions when conducting the interviews. Use open-ended questions such as:

* **When** did the accident occur? Date? Time?
* **Where** in the workplace did the accident occur?
* **Who** was present at the time of incident?
* **What** are the details of the activity/task involved?
* **Why** do you think the accident occurred?
* **What** could have been done to prevent this accident?

Develop a corrective action to prevent reoccurrence of another incident. Follow up to ensure the corrective action is effectively implemented.

Safety Meeting Record

##### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Employees in Attendance:**

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**Suggestions:**

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**Suggestion Follow-up:**

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Car Wash New Hire Orientation – Sample Checklist

**1. Slips, Trips and Falls**

Slip hazards are increased when hastily performing activities while walking on surfaces that are wet from water, soaps, oil and polishing agents. Poor housekeeping, such as supplies, and work tools scattered around the work area increase this risk. To reduce the chance of injury workers should:

* Wear slip-resistant shoes.
* Walk, not run, especially on wet surfaces.
* Keep working surfaces clean to prevent buildup of wax, oils, debris or other products.
* Keep hoses, buckets, rags and tools in designated areas and not in walkways.
* Use proper ladders or step stools to reach high profile vehicles.
* Immediately clean up spills.

**2. Sprains and Strains**

Car wash activities can involve awkward postures such as overreaching, bending, kneeling and repetitive motion (e.g., drying and buffing vehicles). To reduce these risks, workers should be encouraged to employ good ergonomic practices, such as:

* Do not overreach to perform tasks and avoiding awkward postures.
* Use a stepladder or step platform for high profile vehicles to raise the employee to the level of the activity.
* Using long-handled tools or tool extenders for hard-to-reach areas.
* Do not bend over; workers should squat down or sit on a stool to lower themselves to the level of activity, or place one knee on a padded surface, one hand on the vehicle and slightly raise one leg to take the weight off the back.
* Use proper lifting techniques or material handling aids to move a heavy load.
* Avoid twisting or turning the body while lifting or carrying a load.
* Perform simple stretches before, during and after work.

**3. Chemical Exposures**

Products commonly used, such as detergents, waxes, polishes and solvents can present a hazardous exposure. Having safety data sheets (SDSs) and labeling and training requirements on hand is required as part of the hazard communication program. Below are suggestions for handling chemicals:

* Read and follow directions on the label and/or SDSs before using a new product.
* Use, store and dispose of product as recommended on the label/SDSs.
* Wear the recommended personal protective equipment (PPEs), such as glasses, gloves, goggles, etc.
* Wash hands after using the products and before eating, drinking or smoking.
* Keep the product away from eyes, nose and mouth.
* In case of exposure to eyes, utilize the emergency eye wash station.
* Follow other first aid procedures as directly.
* Immediately notify supervisors of any exposure.
* Smoking is not permitted around chemical usage or storage areas, especially around flammable products.

**4. Electrical Hazards**

Car wash activities often require the use of electrically driven tools and machinery where water may be present. Car wash facilities have electrical rooms for powering such equipment. Workers should fully understand the consequences of this potentially hazardous combination. Warning signs should be placed in all areas of electrically operated machinery and in electrical rooms. Consider these safety suggestions to prevent hazardous electrical exposures:

* Only trained and authorized workers should use and operate electric tools and equipment.
* Electrical tools and equipment should never be used in damp or wet areas unless the tool is designed for such use.
* Never touch or operate electrical equipment when hands are wet or when standing on wet surfaces.
* Stand on a nonconductive mat or platform when handling electrical tools or while touching machinery.
* Prevent body contact with grounded surfaces, such as pipes, blowers or machinery.
* Before activation or contact, tools and equipment should be checked for ‘point-of-use’ ground fault circuit interrupters (GFCI).
* Damaged tools or cords with splices or exposed wires should be tagged for repair and removed from use.
* Do not perform repairs unless qualified or authorized to do so.
* Report unsafe conditions to their supervisor.
* Electrical rooms should never be used for storage purposes and should only be accessed by authorized personnel.

**5. Vehicle Movement**

There is a lot of activity onsite as vehicles enter and exit the premises. Aside from management selection of authorized drivers – based on a valid driver’s license appropriate for the vehicle(s) to be driven – the following safety practices are suggested:

* Only authorized drivers should operate vehicles.
* Follow speed restrictions on premises.
* Stand clear of moving vehicles while guiding them off the conveyor.
* Before driving forward/backward, make sure to conduct a visual check around vehicle to ensure personal clearance.
* Be sure to be completely inside the car with the door closed while operating the vehicle
* Completely stop and engage parking brake before exiting a vehicle.
* Horseplay of any sort will not be tolerated while operating a vehicle.

**6. Machinery/Equipment Exposures**

Car wash operations are bustling worksites, with workers, customers, machinery and vehicles in motion throughout the premises. Instruct workers to stay alert in areas of moving machinery/equipment. When equipment needs maintenance or repair, put procedures in place to prevent accidental start-up or involuntary movement. Train workers in lockout/tagout procedures, and make sure all workers know the location of emergency ‘off’ switches for conveyors and moving machinery/equipment. Consider these suggestions for personal safety around moving machinery/equipment:

* Only trained and authorized workers should operate machinery/equipment.
* Before machine/equipment activation, employees should read all instructions in the operating manual.
* Before use, employees should check machine/equipment condition and ensure safeguards are in place.
* Employees should follow standard procedures to operate and halt machinery/equipment.
* Employees should consistently practice and enforce lockout/tagout procedures.
* Only authorized workers may perform lockout/tagout and work on machinery/equipment.
* All employees should be trained that in the event of a lockout/tagout, they stay away from the machinery/equipment.

**7. Heat Exposures**

Some car washes have heat sources, such as heated pressure tanks and hoses with hot water, that can result in serious burns. Working in such environments, especially outdoors in hot seasons, can lead to heat illness. High temperatures combined with high humidity and heavy physical labor in direct sun light can lead to heat illness unless workers take proper safety precautions. The following are suggested safety tips:

* Know the signs and symptoms of heat illness, such as headaches, dizziness, fainting and weakness.
* Monitor yourself and co-workers for signs and symptoms of heat illness.
* Drink plenty of water, even before you get thirsty.
* Avoid drinks with caffeine.
* Wear lightweight, light-colored, loose-fitting clothing.
* Call your supervisor for help. In event of an emergency, call 911.

**8. Noise Exposure**

Excessive noise can be experienced throughout the day, depending on the work area and types of machines/equipment in operation. Noise level and exposure to employees is expected to be intermittent, depending on the amount of time spent working adjacent to the noise source. It is our policy that employees wear hearing protection in designated areas or when working around high noise level machinery. Generally, a noise level is considered ‘high’ if a worker must raise their voice to have a normal conversation with the person next to them. In those instances, it is good practice to wear hearing protection while in that area.

**9. Falls from Ladders**

Car wash operations involve the occasional use of ladders. Falls from ladders are a common hazard in car wash operations and can lead to serious injury and death. Ladders are used for high profile vehicles and to maintain facilities, equipment and systems. When a ladder is required, it’s critical to select the proper ladder for the job.

Suggested work practices to prevent falls from ladders include:

* Select the right ladder for the job and use it as it is intended to be used.
* Use work platforms that are equipped with standard guardrails to eliminate potential falls, only 6-12 inches from ground level, as a preferred safe practice over the use of ladders.
* Inspect ladder or platform prior to usage.
* Be sure there is proper footing on the ladder so that it does not slip in wet areas.
* Ensure rungs have non-skid texture to avoid the contact of potentially wet footwear of the workers.
* Never stand on a ladder’s top two steps.
* Store ladders properly to avoid damage.

**10. Confined Space**

Car wash operations commonly have pits where the clarifiers are located. These pits can be recognized as confined spaces and permit-required confined spaces. Confined spaces present hazards to employees who go into or fall into the pits, causing serious injury or death. Clarifiers are typically serviced by professional vendors selected by management. However, there are still risks to car wash workers. Consider these safe work practices for confined spaces in car wash operations:

* Never go into the pits. This is prohibited.
* Assure all confined spaces are labeled
* Know inventory (list) of confined spaces and identify who is to access or service these areas.
* Abide by safe work practices for each activity performed around the pits.
* Only trained workers should open the pit covers to clean out baskets.
* Understand risks of confined spaces and rescue procedures in the event of an emergency.
* Ensure a standby worker is always present when the pits are opened.

I have been trained and instructed on the topics and understand all related company policies and procedures.

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**Supervisor/manager signature Date**

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**Employee signature Date**

Car Wash Safety Inspection Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **COMMENTS/CORRECTIVE ACTION** |
| Customer service areas dry and in good repair? |  |  |  |
| Non-slip mats in good repair and used effectively? |  |  |  |
| Exterior areas dry and in good repair? |  |  |  |
| Employees wearing slip-resistant footwear? |  |  |  |
| Good housekeeping standards? Buckets/supplies in designated areas? |  |  |  |
| Good lighting in car wash tunnel? |  |  |  |
| Exits marked and free of obstruction? |  |  |  |
| Employees avoiding awkward postures and lifting safely? |  |  |  |
| Chemicals safely stored and labeled? SDSs on hand? |  |  |  |
| Personal protective equipment (PPE) being used? |  |  |  |
| Eye wash station in place and tested? Unobstructed? |  |  |  |
| Electrical tools/equipment used in wet environments?  |  |  |  |
| GFCI on electrical in wet environments? |  |  |  |
| Electrical panels unobstructed? 36” clearance? No storage in electrical rooms? |  |  |  |
| Extension cords used permanently? Frayed or damaged? |  |  |  |
| Speed restrictions posted? |  |  |  |
| Employees driving vehicles safely? |  |  |  |
| Lockout/tagout locks available and used by authorized personnel only? |  |  |  |
| Hearing protection available and used where required? |  |  |  |
| Ladders in good repair? Stored properly? |  |  |  |
| Confined spaces (pits) labeled with appropriate signs? |  |  |  |
| Fire extinguishers mounted where identified? |  |  |  |
| Each fire extinguisher serviced annually? Visually observed monthly? |  |  |  |
| First-aid kits on hand and well stocked? |  |  |  |
| **Inspection completed by:** | **Date:** |

Accident Investigation Report

Injured employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witnesses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accident description**

*Complete story of what happened: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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**Conditions at time of injury**

*Procedures or car wash tasks being performed at the time of the injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Was the required tool being used, what type, and was it used correctly? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Photos Provided? Yes \_\_\_\_ No \_\_\_\_\_ Surveillance Video Available? Yes \_\_\_\_No \_\_\_\_*

**Action plan**

*Action necessary to prevent recurrence. (Include injured worker’s suggestions and/or union representative)*

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**Investigator signature Date**

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**Responsible person - action items Date completed by**