



<b>Policy Name</b>	<b>Brake and Clutch Repair Policy</b>
<b>Effective Date</b>	April 5, 2019

## **I. Purpose**

This policy describes the procedure that the Heavy Fleet Maintenance Division (Fleet) shall follow for all brake and clutch repair work. The procedure is defined by OSHA in 29 CFR 1919.1001 Appendix F as the Low Pressure/Wet Cleaning Method. Following this method shall reduce employee exposure to harmful air contaminants.

## **II. Policy Application**

This policy applies to all temporary, part-time, and full-time Solid Waste Management Department (SWMD) Fleet employees. SWMD Heavy Equipment Managers shall ensure all fleet employees are properly trained on all procedures.

## **III. Policy**

SWMD adopted the low pressure/wet cleaning method as described by OSHA for automotive brake and clutch repair. The low pressure/wet cleaning method involves the following steps:

1. Position the catch basin under the brake assembly to avoid splashes and spills. The catch basin specifically designed for this process shall be identified and only used for this purpose. A contractor shall provide fluid and provide for proper disposal when necessary.
2. Gently flood the brake assembly with water containing an organic solvent or wetting agent (provided with the identified catch basin) to prevent asbestos-containing brake dust from becoming airborne.
3. For drum brakes, make sure the cleaning solution flows between the brake drum and brake parts before removing the drum.
4. After removing the brake drum, thoroughly wet the wheel hub and back of the brake assembly with cleaning solution to suppress the dust.
5. Thoroughly wash all the brake components and shoes with cleaning solution before removing the parts.
6. Immediately clean spills of asbestos-containing liquid.
7. Dry brushing is prohibited.
8. After all parts have been cleaned continue with the removal of all parts needed to perform the brake job. Replace the brake shoes, hardware, seal, drums and other parts needed to perform the job correctly and professionally.
9. Adjust brakes as needed and inspect to ensure that all components are properly installed.



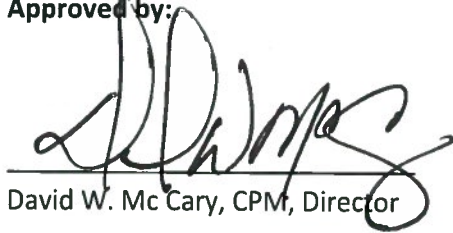
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10. Reinstall the tires and torque the wheels to specified torque settings. (Obtain manufacturer literature for torque specifications).
11. Road test unit. Upon return to the shop, inspect wheels to ensure wheel seals are not leaking. Verify that the repair is complete.
12. The Heavy Equipment Manager shall be notified when the cleaning solution appears excessively dirty or near empty. The Heavy Equipment Manager shall direct the contractor to properly dispose of old cleaning solution and shall have it refilled properly.
13. Personal hygiene is strongly stressed for additional protection. (Wash hands and changing soiled work clothing, etc.)

**IV. Responsibilities**

It is the responsibility of all SWMD Fleet employees to read, understand, and follow this policy. Managers, Superintendents, and Service Advisors must ensure that this policy is administered correctly and consistently. Failure to comply with this policy may result in disciplinary action.

Approved by:



David W. Mc Cary, CPM, Director

4/8/19  
Date