

Dealership Safety Checklist

Inspector: _____ **Date:** _____

Service Department

| Yes | No | Chemical Safety |
|-----|----|---|
| | | MSDS Sheets available for hazardous chemicals in the workplace |
| | | Employees wear the proper personal protective equipment when handling chemicals (hand, eye, respiratory) |
| | | All chemicals stored in their proper containers and appropriately labeled |
| | | Eyewash stations properly maintained and kept free of obstructions – weekly testing in place |
| | | Employees wash their hands after handling chemicals |

| Yes | No | Compressed Gas Cylinders |
|-----|----|---|
| | | Compressed gas cylinders properly secured |
| | | Gas cylinders stored away from flammable and combustible materials |
| | | Oxygen cylinders separated from fuel-gas cylinders or combustible materials |
| | | Valve protection caps placed on cylinders not in use |

| Yes | No | Fall Prevention |
|-----|----|---|
| | | Floors and walkways are clear of debris, automotive fluids, and other trip, slip, and fall hazards |
| | | Tools and parts kept in proper storage areas |
| | | Hoses and power cords tied, not left scattered across the floor |
| | | All Drains and floor openings adequately covered |
| | | Employees wearing appropriate footwear |
| | | All walking services are in good condition, on level ground, and free of any slip, trip, and fall hazards |
| | | Caution markings and barriers placed around changes in elevation |

| Yes | No | Material Handling |
|-----|----|--|
| | | Hand Trucks and other lifting aides available to transport heavy materials |
| | | Appropriate number of staff used to move heavy or awards loads |
| | | Employees utilizing the correct lifting technique |
| | | Hoist hooks have safety latches and chains |

| Yes | No | Hand and Power Tool Safety |
|-----|----|---|
| | | Automotive lifts are in working order with a current inspection and all manuals present |
| | | Tools inspected before use, defective tools repaired or replaced |
| | | Employees use correct tool for the job |
| | | Electrical tools grounded with a third prong or rated double insulated |
| | | Tools kept in good operating condition, clean and grease free |

| Yes | No | Ventilation |
|-----|----|---|
| | | Ventilation system properly installed and operating |
| | | Exhaust vented outside the building |

| Yes | No | Machine Safety |
|-----|----|---|
| | | All Machinery and mechanical equipment inspected before usage and maintenance logs kept on file |
| | | Appropriate guarding on all machinery and mechanical equipment |
| | | Required personal protective equipment worn during machine operation |
| | | Jewelry and loos fitting clothing not worn while operating machinery |
| | | A lockout/tagout program is in place |
| | | Lift systems properly maintained |
| | | Compressors properly muffled and secured |
| | | Vehicles properly restrained, wheels choked, and ventilation in operation |
| | | Hearing protection used when operating the dynamometer |

| Yes | No | Fire Safety |
|-----|----|--|
| | | Fire exit doors free of obstructions, exit signs appropriately illuminated |
| | | Oily rags and other combustible or flammable materials deposited in approved closed metal containers |
| | | "No Smoking" rules strictly enforced |
| | | Fire extinguishers fully charged and not obstructed by materials |
| | | Welding and cutting operations not conducted near flammable liquids or combustible fumes |
| | | Flammable and combustible containers kept closed and placed in approved storage cabinets |

| Yes | No | Electrical Safety |
|-----|----|--|
| | | All machinery and equipment properly grounded |
| | | GFCI interrupters on electrical outlets near water sources |
| | | Junction boxes, electrical outlets, switches and other electrical component properly covered |
| | | Doors closed and circuit spaces covered on panel boxes |
| | | Frayed power cords replaced promptly |
| | | Extension cords not used and permanent outlets |

| Yes | No | Collision Center |
|-----|----|---|
| | | Proper respiratory protection is worn when required by paint/chemical MSDS |
| | | Respiratory protection is stored in air tight container when not in use |
| | | Paint booth ventilation is working properly |
| | | Flammable liquids stored in proper container and storage cabinet |
| | | Electrical Wiring is in proper condition |
| | | Grounding is conducted during transfer or mixing of flammable liquids |
| | | Welding and cutting is done away from flammable liquids and proper PPE is always worn |
| | | Fire suppression systems are in working order and inspections up to date |
| | | Paint booth and mixing room filters are changed regularly |
| | | Mixing Room door is kept shut at all times and is clean and organized |

| Yes | No | Detail Department |
|-----|----|--|
| | | Razor blade scrapers are always used |
| | | Razor blades are disposed of in a "sharps" container |
| | | Tire Shine is applied with a sponge or brush - never sprayed |

| Yes | No | Parts Department |
|-----|----|--|
| | | Storage kept at least 18 inches below sprinkler heads |
| | | Materials stacked properly, orderly and not over the edges of shelves |
| | | Proper ladder used to place and remove materials from shelves |
| | | Guardrails present when needed for overhead storage, mezzanines, and platforms |
| | | Parts Delivery personnel wear seatbelts and operate vehicles in a safe manor |
| | | Box cutters used safely |

| Yes | No | Material Handling |
|-----|----|--|
| | | Hand Trucks and other lifting aides available to transport heavy materials |
| | | Appropriate number of staff used to move heavy or awards loads |
| | | Employees utilizing the correct lifting technique |

| Yes | No | First Aid |
|-----|----|--|
| | | First aid kit adequately supplied |
| | | Emergency numbers posted throughout the workplace |
| | | Panel of physicians is current and posted in employee notice areas |
| | | Procedures in place and employees properly trained to handle emergencies |

| Yes | No | Salesperson Safety |
|-----|----|---|
| | | Salespersons and customers wear seatbelts when operating vehicles |
| | | Employees operate vehicles in a safe manor |
| | | Drivers Licenses copies are made before test drives |
| | | Salespersons use a designated test drive route |
| | | Sales Department is free of clutter and walkways are clear of slip and trip hazards |

Notes and Action Items:



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