

# Automotive Lift Safety Written Program (Sample)

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# Automotive Lift Safety Written Program For

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**Dealership Name**

## Purpose, Scope and Overview

**Purpose:** The following policies and procedures will help to prevent employee injuries from occurring while employees are operating and or working around automotive lifts on the Dealership/Collision Center grounds

**Scope:** The policies and procedures in this automotive lift safety policy have been developed to protect Dealership/Collision Center employees while operating and working around automotive lifts on the Dealership/Collision Center grounds.

**Overview:** The lift safety program addresses automotive lift safety in the following sections. Safety rules and disciplinary Policy, Orientation to lift safety and dealership expectations, ongoing lift safety training, Lift inspections and maintenance.

## Responsibilities

**Program Administrator: (Name)** \_\_\_\_\_

**The program administrator is responsible for:**

- Issuing and administrating this program and making sure that all employees are compliant with all automotive lift safety practices at the Dealership/Collision Center.
- Record keeping of all signed policy forms.
- Record keeping of all lift inspections
- Scheduling automotive lift maintenance and automotive lift inspections
- Instructing employees on the proper use of automotive lifts
- Conducting reminder training for all automotive lift users
- Lock out and tag out of all broken automotive lifts
- Obtain certificates of insurance from all automotive lift maintenance vendors.

**Department Supervisor(s):** \_\_\_\_\_

**Department supervisors are responsible for:**

- Insuring that all employees that operate and work around automotive lifts have been properly trained by the administrator.
- Conduct weekly lift inspections
- Report all lift safety violations to the program administrator
- Enforce lift safety rules

**Department**

**Supervisor**

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## Technicians

- Inspect automotive lifts daily
- Adhere and follow automotive lift safety rules
- Report any and all lift safety rule violations to supervisors.

## Safety Rules and Disciplinary Policy

The following safety rules should be followed by all employees when working with or around automotive lift.

- Automotive lift safeties should never be disabled
- Disabling lift safeties will result in immediate disciplinary action. This disciplinary action can include possible termination of employment
- Automotive lift safeties that have been disabled should be reported to the department supervisor immediately
- Willful failure to report disabled lift safeties will result in immediate disciplinary action
- Disabled lift safeties will be taken out of service immediately. Automotive lifts will not be used again until a qualified lift maintenance contractor has certified that the lift is safe to use

## Orientation to Lift Safety and Dealership Expectations

The following procedures should be followed when an employee starts working for the dealership/collision center.

- The program administrator will review all automotive lift safety rules with all new employees on their first day of employment
- Employees will not be allowed to operate or work around automotive lifts until after they have read and signed the dealership/collision center's automotive lift safety rules and disciplinary policy
- The program administrator will conduct automotive lift safety training with all new employees on their first day of employment
- Employees will not be allowed to operate or work around automotive lifts until after they have received automotive lift safety training

## Ongoing Lift Safety Training

The following procedures should be conducted annually once an employee starts working with and around automotive lift safeties in the dealership/collision center.

- The program administrator will provide automotive lift safety training with all employees who work with and around automotive lifts annually

- The program administrator will obtain written acknowledgement that the employees understood and will adhere to the review of the automotive lift safety training that they received.

## Automotive Lift Inspection and Maintenance

The following procedures should be conducted annually once a lift has been installed in the dealership/collision center.

- Automotive lifts should be inspected by qualified lift maintenance vendor.
- Documentation should be obtained from the lift maintenance vendor certifying that the automotive lifts that were inspected were in good working order.
- If an automotive lift is not working properly the program administrator should be notified.
- Once the program administrator is notified of a malfunctioning lift they should immediately take the lift out of service. It should be locked out and tagged out immediately to prevent employees from intentionally or accidentally using the lift while it is malfunctioning.
- All broken automotive lifts should be repaired by a qualified lift safety vendor. In house personnel should never be utilized to repair lifts unless they have received the proper training.

## Appendix

### Inspection Documentation

Lift Inspected	Department	Lift Maintenance Vendor	Inspection Date	Next Inspection Date	Automotive Lift is in Good Working Order
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

## Annual Automotive Lift Safety Training Roster

Employee Name	Employee Signature	Training Date



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## Qualified Lift Maintenance Vendors in Virginia

Lift Maintenance Vendor	Address	Phone Number
Service Station Equipment Co.	7484 Industrial Park Road, Mechanicsville, VA 23116	<u>(804)746-7653</u>
Automotive Shop Equipment	8524 Arran Rd. Richmond, VA 23235	<u>(804) 745-9237</u>
Hiko Inc.	2030 Reymet Rd., N Chesterfield, VA 23237	(804) 279-0591
Ramsey Equipment Company	1128 S Military Hwy Chesapeake, VA 23320	(757) 424-9090
Shore Equipment	900 Widgeon Rd, Norfolk, VA 23513	(757) 858-1851
Sarver's Hydraulics	2730 Johnson Ave., N.W., Roanoke, VA 24017	(540) 344-0799
Chesapeake Petroleum and Supply Co., Inc.	16821 Oakmont Ave. Gairthersburg, MD 20877	(800) 543-3169

For more companies near your business check on [www.autolift.org](http://www.autolift.org)

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