

Automobile Dealership Safety Policy (Sample)

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Dealership Safety Policy

Name of Dealership: _____

Effective Date: _____

It is every employee's responsibility to maintain a safe and clean work environment. If you notice a problem, no matter how small you might think it is, please bring it to the attention of your supervisor or one of our safety coordinators, [REDACTED] at the [REDACTED] location, [REDACTED] at the [REDACTED] location, or [REDACTED] at the [REDACTED] location.

The keys to success in preventing employee injuries include:

1. Recognizing that unsafe conditions, procedures and employee actions (and usually a combination of these) cause injuries. All of these causes can be controlled effectively.
2. Emphasizing: effective identification and correction of hazards; employee training and accountability; supervisor involvement and responsibility; inclusion of all employees and all departments; and communication.
3. Utilizing a monthly Safety Inspection Checklist to maintain workplace safety.
4. Ownership and management that communicate commitment, support and the expectation that all members of the dealership team will work together to establish and maintain the safest possible workplace.

The most likely causes of serious employee injuries are:

- Trips, slips and falls
- Lifting or carrying heavy parts and components
- Severe cuts and lacerations
- Vehicle accidents involving salespeople, DX and parts drivers, and technicians during test drives

Minor cuts, lacerations, bruises, burns and eye injuries are common sources of less damaging incidents. However, eye mishaps from such things as grinding, exposure to irritant liquids or chemicals and improper use of compressed air can cause serious lost time injuries. Service technicians often suffer eye contact with dirt or other material while performing overhead work on vehicles. At a minimum, these often require minor medical attention and result in lost production time.



Dealership Safety Procedures:

- Keep floors and walkways clear of debris, liquids, or any obstructions.
- Handle material safely utilizing correct lifting technique, lifting aides, safety latches, or additional staff for heavy or awkward loads
- Inspect machinery, lifts, and tools for defects before use and use the correct tool for the job.
- Use appropriate guards and safety equipment while operating machinery and tools.
- Employees should wear appropriate eye protection at all times especially while working under vehicles, using grinding and welding machinery, working with chemicals which contain acids or caustics, or working with hazardous liquids that could cause permanent eye damage.
- Oily rags, other combustible or flammable materials, and all chemicals should be stored in their appropriate containers and clearly labeled.
- Keep SDS sheets available for hazardous chemicals.
- Keep exit doors free of obstructions and exit signs illuminated in case of fire.
- “No Smoking” rules are strictly enforced.
- Ensure all machinery and equipment is properly grounded.
- Frayed power cords repaired or replaced promptly.
- Ensure compressed gas cylinders are properly secured.
- Keep all storage at least 18 inches below sprinkler heads.
- Stack materials properly, orderly, and not over the edges of shelves.
- Use ladders and scissor lifts properly, using a spotter, and a safety harness if necessary.
- Use and dispose of razor blades and box cutters safely.
- Employees and customers should always wear seatbelts when operating a vehicle.
- Always operate vehicles in a safe manor and in accordance with our vehicle driving policy.
- Ensure eyewash station is properly maintained and free of obstructions.
- Keep first aid kit supplied adequately.
- Ensure ventilation system is operating properly and is always used while the vehicle is running inside the building.

Accident Reporting Procedures:

Any on-the-job injury must be reported to the supervisor immediately. This includes minor injuries. Failure to report an accident at the time it happens may result in our workmen's compensation carrier refusing to pay any related medical expenses or lost wages. If the accident is not documented as an on-the-job injury, workmen's comp will not be involved and any medical expenses will be the responsibility of the employee.

- 1) Supervisor MUST be notified immediately – Determine if calling 911 is appropriate
- 2) Notify the Workers Compensation Coordinator immediately – _____, _____ or, _____
- 3) The Coordinator will provide instructions and all forms required for treatment
- 4) The injured employee MUST communicate with the Coordinator AS SOON AS POSSIBLE during/after treatment

Evacuation Procedure

In the event of a fire, earthquake, or other type of emergency that requires an evacuation of the building this procedure should be followed:

- The Paging system will be used to make an announcement such as “Due to an emergency situation please evacuate the building immediately”.
- There also may be a verbal announcement.
- In the event of fire or other emergency, ALL employees shall evacuate immediately.
- In the event of an emergency, employees shall evacuate by means of the nearest available marked exit.
- Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating providing they do not compromise their safety in the process.
- In the event of an emergency, the following employees are to remain in the workplace to shutdown or monitor critical operations before they evacuate: _____, _____, _____, and _____.
- No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
- After an emergency evacuation, employees are to gather in the following location: _____
- After an emergency evacuation, the procedure for accounting for all employees is: All Managers should make a list of their department’s staff that has been accounted for.

For further assistance with emergency evacuation procedures, the following individuals may be contacted: _____, _____, _____, and _____.

Employee Name _____ Date _____

Signature _____



Sample Evacuation Poster

