

VADA/GSIA Dealership Self-Audit Program

Provided Courtesy of PMA Management Corp.

Dealership Name:

Date:

Completed By:

Administrative Risk Control Activities

	<u>Response</u>
1. Do employment files include signed acceptance statement for Company Safety Rules?	
2. Does "New Employee Orientation" include review of safety policies/procedures? Documented in file?	
3. Is Drug/Alcohol testing completed on all new hires, random for existing employees, & post accident?	
4. Have new employees been trained in proper tool/equipment use? Documented in file?	
5. Are Motor Vehicle Records (MVRs) reviewed annually on all drivers? Maintained in File?	
6. Is a Panel of Physicians posted and used in work-related injuries?	
7. Are claims reported to PMA within 3 days?	
8. Is management tracking injuries and conducting accident investigations? Results reviewed with staff?	

Safety Procedures and Programs

	<u>Response</u>
1. Have employees been trained annually for Hazard Communication? Documented?	
2. Are MSDS' updated regularly?	
3. Are all chemicals properly labeled, with MSDS' available for reference by all employees?	
4. Is Emergency Plan reviewed with new employees and existing staff at least annually?	
5. Is Inclement Weather Procedure reviewed with staff at least annually?	
6. Are forklifts used by ONLY trained, certified operators?	
7. Are rules posted for forklift use? Warning signs posted near normal forklift operating areas?	
8. Are forklifts prohibited from working in hazardous atmospheres (i.e. flammable liquids)?	
9. Do forklifts have operable back-up alarms &/or warning lights (warning signal for reverse mode)	
10. Is training provided in Lock Out/Tag Out hazards at least annually?	
11. Is access to locks/keys controlled?	
12. Are safety meetings being conducted on a schedules basis? For "all" departments?	
13. Are there any First-Aid Responders? Are they Red Cross certified? Blood Borne Pathogen Training?	
15. Is Personal Protective Equipment being used consistently? (i.e. safety glasses, respirator, etc)	

Showroom

Response

1. Are all exits properly marked, illuminated, and unblocked at all times?	
2. Do all doors and door hardware operate properly with no binding or jamming?	
3. Are floors free of slip/trip/fall hazards? (slick surface, un-wiped spills, cracks, loose floor coverings)	
4. Are all ramps, steps and other elevation changes clearly marked? Handrails secure?	
5. Are all aisles, steps, and stair landings free of tripping hazards?	
6. Are employees reminded not to operate scissor lifts or forklifts to hang signs and decorations?	
7. Are electrical cords secured to prevent tripping in customer waiting areas?	
8. Are Exit Signs and emergency lighting units tested monthly?	
9. Are helium tanks secured to a permanent, load bearing wall?	
10. Has Vehicle Use Policy been reviewed with authorized drivers this year? MVRs reviewed this year?	
11. Have security & hostile customer safety procedures been reviewed with salespersons?	
12. Are all pedestrian walkways (inside & outside) clearly marked and free of obstructions?	
13. Is snow removal adequate and wet &/or icy surfaces promptly treated? (when applicable)	
14. Does staff wear slip-resistant shoes?	

Parts Department

Response

1. Are parts stored neatly in storage racks?	
2. Are larger &/or heavier items stored on bottom racks, with larger items stored above?	
3. Are forklifts or chain hoists being used to transport large &/or heavy parts? (i.e. engines/transmissions)	
4. Are aisles and walkways free of parts and storage?	
6. Are handcarts, dollies, or other transport devices used to distribute tires or parts to/from parts department?	
7. Are mezzanines protected by guardrails (top rail, mid rail, toe board) and permanent affixed ladder?	
8. Are exits properly marked, illuminated, and unblocked?	
11. Are all steps clearly marked, stair treads in good condition, and handrails secure?	
12. Are all electrical outlets appropriately used without overloading circuit breakers? No extension cords?	
13. Are proper battery storage and disposal procedures followed?	
14. Has Vehicle use Policy been reviewed with parts drivers this year? MVRs reviewed on drivers this year?	
15. Are large &/or heavy parts shipped direct to customer with no distribution by dealership? (i.e. engines)	
15. Are mechanical material handling devices being used by parts distributor during deliveries?	
16. Are parts delivery persons prohibited from using customer's forklifts?	
17. Does staff wear slip-resistant shoes?	
18. Are safety meetings being conducted on a scheduled basis? Documented?	

Service Department

Response

1. Have lifts been inspected by a qualified contractor in the last 6 months? Inspection tag observed?	
2. Are vehicles properly positioned and automatic chocks operative on all lifts?	
3. Are lifts being spot-checked daily, before use?	
4. Are safety pins operative to prevent vehicle drop in the event of pressure failure on lifts?	
5. Are safety glasses worn when working around flying debris? (i.e. working on vehicles, grinding, welding)	
6. Are 1 of the following brake/clutch removal methods used? Negative Pressure Enclosure & HEPA Vacuum System, Wet-Down Method, or Enclosed Room with Respiratory Protection for Technicians? (Dry Wipe Down or Air Hose Blow-Off Methods are not acceptable)	
7. Are brake/clutch dust and fibers properly disposed of ?	
8. Are vehicle exhaust ventilation hoses operative and used when vehicles must run inside the building?	
10. Are all hydraulic and pneumatic lines and connections inspected daily for damage, leakage, etc?	
11. Do technicians use non-sparking tools when working near flammable vapors? (i.e. gas, paints, etc.)	
12. Does management inspect all tools and equipment (including technician owned tools) for safety and proper usage at least annually? (inspect to insure proper tool use and condition)	
13. Are extension cords used for temporary situations only?	
14. Are electrical outlets NOT overloaded (using multiple outlet adapters) ?	
15. Are grinder shields, tool rests, and tongue guards properly positioned on grinders?	
16. Is the grinder's tool rest positioned 1/8 of an inch?	
17. Are Oxy-Acetylene rigs (used for welding) fitted with backflow preventers?	
18. Are Oxy-Acetylene cylinders secured to a permanent wall and kept at least 20 ft apart or divided by 20 minute partition between them?	
19. Are welding shields worn by employees conducting welding/cutting activities?	
20. Are welding/cutting operations conducted within welding curtains to prevent nearby worker eye injury?	
21. Are fuel draining systems grounded? Is fuel being drained into a UL approved, spark arresting container	
22. Are all chains, slings, hooks, and latches inspected before use?	
23. Are wheel dollies used to mount/dismount tires, especially truck and SUV tires?	
24. Are car pushers (mules) or vehicle moving jacks used to move inoperable vehicles?	
25. Are fire extinguishers accessible every 75 ft.?	
26. Are eye wash stations available? Training to technicians regarding eye wash station usage?	
27. Is smoking prohibited in the shop?	
28. Is housekeeping acceptable at all workstations?	
29. Is lighting sufficient at all workstations?	
30. Are safety meetings being conducted on a scheduled basis? Documented?	
30. Do floor surfaces have good traction and a non-slip surface?	
31. Does staff wear slip-resistant shoes?	
32. Are all spills cleaned immediately, including oil/antifreeze spills in vehicle repair area?	

33. Are floor surfaces free of holes, and damaged drainage grates?	
34. Are employees prohibited from working at heights? (unless proper fall protection equipment and training is provided?)	
35. Are compressed air hoses (used for cleaning) regulated to 30 PSI?	
36. Are hoses kept off floors when not immediately in use? (retractable hose reels preferred)	
37. Are razor blades kept in protective holders when used (i.e. removing gaskets, removing inspection stickers, repairing/installing pin stripes, etc.	

Wash Bays

	<u>Response</u>
1. Are electrical outlets equipped with GFCI's?	
2. Is all electrical wiring maintained in conduit and equipped for wet surroundings?	
3. Are compressed air hoses (used for cleaning) regulated to 30 PSI?	
4. Is floor surface slip-resistant?	
5. Is floor surface sufficiently sloped to permit adequate water drainage?	
6. Are floor drains and metal grates in good condition and affixed smoothly to the floor to reduce tripping?	
7. Is water squeegeed from the floor to the drain, after each vehicle detail?	
8. Is housekeeping adequate?	
9. Are razor blades kept in protective holders when used? (i.e. removing inspection stickers)	
10. Is safety training provided to staff on a scheduled basis?	
11. Is lighting sufficient in the work areas?	

Body Shop

	<u>Response</u>
1. Are safety glasses required when occupying the body shop?	
2. If chains/hooks are used for vehicle framing, are the hooks inspected before each use?	
3. Are the floor hooks covered and flush with the floor surface when not in use?	
4. Is housekeeping adequate? (sufficient clean-up, minimal dust or residue)	
5. Have affected employees been fit-tested for respirators and provided Respiratory Safety Training?	
7. Have affected employees undergone medical evaluations &/or medical questionnaires to establish base-line pulmonary conditions (according to OSHA regulations)?	
8. Are respirator cartridges changed frequently, AND is respirator storage acceptable?	
9. Are extension cords, radios, sparking tools, and other non-explosion proof products prohibited in the spray booth?	
10. Are eye wash stations available?	
11. Is explosion-proof wiring and lighting installed inside the spray booth and paint mixing areas?	
12. Are flammable liquids stored in UL approved Flammable Liquid Storage Cabinets, OR Flammable Liquid Storage Room that meets NFPA guidelines, OR flammable liquids stored in outside storage building?	

13. Is bonding and grounding conducted during the transfer and/or mixing of paints?

14. Are spray booth filters changed frequently?

15. If undercoating with a flammable product, is undercoating taking place in an approved spray booth or outside?

16. If undercoating, are employees who apply the undercoating utilizing respirators and following OSHA respiratory protection guidelines (as with the paint applications)?

Total "Yes": 0
Total "No": 0

Corrective Actions Taken ("No" answers should be evaluated for corrective action)