



# 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
_____	_____
_____	_____
_____	_____
_____	_____

### Automotive Lift Operators are responsible for:

- Inspecting automotive lifts daily
- Adhering to and following automotive lift safety rules
- Reporting 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
- Lifts with 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.

## Basic Lift Safety Tips

The following basic safety tips should be reviewed by all automotive lift operators prior to operating a vehicle lift. All operators should also review the Operating Manual for the specific vehicle lift they are using prior to operating the lift.

- **NEVER** disable or override a vehicle lift safety mechanism. It is designed to keep the lift and vehicle from falling should the lift's hydraulic system fail.
- **Inspect your lifts daily** – ensure all lifts are in safe working condition and free of defects.
- **NEVER** operate a lift if it malfunctions or if it has broken or damaged parts.
- **NEVER** use the lift to lift anything other than a vehicle.
- **NEVER** overload the lift; understand and follow the manufacturer's load recommendations for the type of lift you are using. **This applies to both Weight and Wheel Base capacities!**
- **ALWAYS** use wheel chocks AND set the parking brake on drive on lifts. **DO NOT** allow rear tires or portion of vehicle to interfere with ramp/chocks and **NEVER** allow the front wheels to hit the front wheel stops.
- **ALWAYS** lower the lift onto the safety locks. **NEVER** allow the lift to rest on the hydraulics alone.
- Utilize proper vehicle lifting points recommended by the vehicle manufacturer.
  - Be sure the lift supports are secure and make proper contact with vehicle lifting points.
  - Raise the vehicle 2-3 inches off the floor and check stability before raising it to the desired working height.
  - Vehicles should be raised high enough to engage the lift safety locking device.
  - Use spacers or other lift accessories engineered and designed for the specific lift you are using.
- **Pay attention to your surroundings** – Your hand and foot placement and the location of others. **Do not** allow a distraction to take your attention away from safe lift operation.
- Before driving a vehicle into or out of the lift area, make sure it is clear of:
  - Other employees
  - Tools, cords, or hoses, Oil and other debris
  - Lift arms and supports
- Repairs and annual inspections should be made by a certified lift specialist.
- Employees using lifts should receive new hire and annual lift training.
- Ensure all items are removed from under the vehicle before lowering the lift.

- The vehicle's center of gravity should be considered:
  - Removing vehicle components may cause a critical shift in the vehicle's center of gravity causing it to fall from the lift. Use support jacks when necessary.
  - Vehicles with commercial bodies or heavily loaded vehicles may become unstable.
  - Employees should ask the customer and check truck bodies or beds for heavy equipment.
  - Secure vehicles utilizing tie down straps if necessary or if recommended by the vehicle manufacturer.

## 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 at least annually by qualified lift maintenance vendor.
- Automotive Lift Operators should inspect their own lift daily and shared lifts such as alignment racks should be inspected before each use, including lift accessories.
- 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.
- All damaged or broken automotive lifts should be removed from service until repairs are made by a certified lift specialist.

## 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					
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22					
23					
24					
25					



## 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
Hill Equipment Company Inc	1226 Executive Drive Suite 123 Chesapeake, VA 23320	(757) 548-4808
Equipment Specialists & Supplies, Inc.	6414 Bent Mountain Road Roanoke, VA 24018	(540) 769-0446
Alan Tye & Associates	9669-D Main Street Fairfax, VA 22031	<u>(703) 560-7011</u>
Premier Lube and Equipment Repair	6304 G Gravel Ave. Alexandria, VA 22310	(571) 217-9703
Chesapeake Petroleum and Supply Co., Inc.	16821 Oakmont Ave Gaithersburg, MD 20877	(800) 543-3169

For more companies near your business visit: <https://www.autolift.org/find-a-certified-auto-lift-inspector/>

# Automotive Lift Operator Daily Inspection Checklist

Operator \_\_\_\_\_

Date \_\_\_\_\_

Lift # / Location \_\_\_\_\_

	<b>Lift Checkpoint</b>	<b>OK</b>	<b>Fix</b>	<b>Notes</b>
1	Check safety lock audibly and visually while in operation.			
2	Check safety latches for free movement and full engagement with rack.			
3	Check hydraulic connections, and hoses for leakage.			
4	Check chain connections - bends, cracks and loose links.			
5	Check cable connections - bends, cracks and looseness.			
6	Check for frayed cables in both raised and lowered position.			
7	Check snap rings at all rollers and sheaves.			
8	Check bolts, nuts, and screws and tighten if needed.			
9	Check wiring & switches for damage.			
10	Check floor for stress cracks near anchor bolts.			
11	Check base plate - should be free of dirt, grease or any other corrosive substances.			



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# Annual Automotive Lift Safety Training Roster

\_\_\_\_\_  
Dealership Name

\_\_\_\_\_  
Date of Training

\_\_\_\_\_  
Instructor

Attendees	Job Title	Employee Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

## Description of Automotive Lift Training Program or Resources

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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