

Safety Checklist

AUTO DEALERS

Supervisor: _____

Date: _____

Department/Area : _____

| Yes | No | Fall Prevention |
|-----|----|---------------------------------------------------------------------------------------------------------------------------------------------|
| | | Floors and walkways 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 |
| | | Walking surfaces – repair areas, offices, parking lots, etc.- in good condition, level ground and free of other trip, slip and fall hazards |
| | | Caution markings and barriers placed around repair pits |

Material Handling

| | | |
|--|--|----------------------------------------------------------------------------|
| | | Hand trucks and other lifting aides available to transport heavy materials |
| | | Appropriate number of staff used to move heavy or awkward loads |
| | | Employees utilizing the correct lifting technique |
| | | Hoist hooks have safety latches |

Hand and Power Tool Safety

| | | |
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| | | 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

Machine Safety

| | | |
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| | | 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 operations |
| | | Jewelry and loose fitting clothing not worn while operating machinery |
| | | A lockout/tagout program in place |
| | | Lift systems properly maintained |
| | | Compressors properly muffled and secured |
| | | Vehicles properly restrained, wheels chocked, ventilation in operation and hearing protection worn while operating dynamometer |

Fire Safety

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| | | 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 |
| | | Paint spray booths separated from other work areas, properly ventilated and equipped with explosion proof fixtures |

Electrical Safety

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| | | All machinery and equipment properly grounded |
| | | Ground Fault Circuit Interrupters (GFCI) on electrical outlets near water sources |
| | | Junction boxes, electrical outlets, switches and other electrical components properly covered |
| | | Doors closed and circuit spaces covered on panel boxes |
| | | Frayed power cords repaired or replaced promptly |
| | | Extension cords not used as permanent outlets |



Yes No

Chemical Safety

| | | |
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| | | MSDS sheets available for hazardous chemicals in the workplace |
| | | Employees wear the proper personal protective equipment when handling chemicals |
| | | All chemicals stored in their proper containers and appropriately labeled |
| | | Employees wash their hands after handling chemicals |

Compressed Gas Cylinders

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| | | Compressed gas cylinders properly secured |
| | | Gas cylinders stored away from flammable and combustible sources |
| | | Oxygen cylinders separated from fuel-gas cylinders or combustible materials |
| | | Valve protection caps placed on cylinders not in use |

Parts Department

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| | | 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 / remove materials from shelves |
| | | Guardrails present when needed for overhead storage and platforms |
| | | Box cutters used safely |

Salesperson Safety

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| | | Salespersons and customers wear seatbelts when operating a vehicle |
| | | Employees operate vehicles in a safe manner |

First Aid

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| | | Eyewash stations properly maintained and kept free of obstructions |
| | | Emergency numbers posted throughout the workplace |
| | | First aid kit adequately supplied |

Ventilation

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| | | Ventilation system properly installed and operating |
| | | Exhaust vented outside the premises |

