

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

		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

		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

		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

		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

		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

		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

		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

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

First Aid

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

Ventilation

		Ventilation system properly installed and operating
		Exhaust vented outside the premises

