

Suggested Safety Inspection Topics:

This checklist includes suggestions for items to review. The inspection topics are broken into areas. Safety program items are items that are suggested to be in place. This can be used as a guide to improve global safety programs. The physical observation section is suggested to be utilized monthly.

SAFETY PROGRAM ITEMS

| Topic | Good | Fair | Needs Improvement | N/A |
|--|------|------|-------------------|-----|
| Posted dealership safety policy | | | | |
| Safety orientation training (standardized, adequate, documented, given to all new employees) | | | | |
| Job-specific safety training | | | | |
| PPE needs assessed and known; PPE available and provided as needed. | | | | |
| First-aid supplies and procedures for post-injury medical attention | | | | |
| Accident investigation and follow-up corrective action | | | | |
| Prompt claim reporting. | | | | |
| Recordkeeping for injuries. | | | | |
| Establishment and communication of safety goals and status of efforts to attain them. | | | | |
| Safety incentive program(s) | | | | |
| Safety accountability (e.g., safety is a specific performance appraisal topic) | | | | |
| Emergency preparedness program updated, communicated, and practiced. | | | | |
| Workplace violence program | | | | |
| OSHA-required programs in place, updated, and documented. | | | | |
| Motor Vehicle Reports (driving history) obtained and reviewed for all drivers. | | | | |
| Driver license copies obtained and checked for all drivers. | | | | |
| Driver training programs | | | | |

PHYSICAL / OBSERVATIONS:

| Topic | Good | Fair | Needs Improvement | N/A |
|--|------|------|-------------------|-----|
| Exits are kept clear, well-marked, accessible, and operable. | | | | |
| Emergency lighting is operable. | | | | |
| No smoking unless specifically allowed in the area. | | | | |
| Aisles and walkways clear and free of slip/trip/fall hazards. | | | | |
| Floor surfaces, carpeting, and mats are in good condition (including absorption mats by entrances not soaked). | | | | |
| Lighting is good. | | | | |
| Anyone lifting objects uses good technique. | | | | |
| CAUTION – WET FLOOR signs are available and used properly. | | | | |
| Floor mopping/cleaning is done when practical with limited traffic; A clear, dry, obvious path is left open whenever possible. | | | | |

OFFICES

| Topic | Good | Fair | Needs Improvement | N/A |
|---|------|------|-------------------|-----|
| Boxes, files, and other tripping hazards aren't in walkways. | | | | |
| Phone and electrical cords aren't in walkways or under foot at desks. | | | | |
| Chairs are sturdy and stable. | | | | |
| Computer workstations are designed and adjusted per ergonomic guidelines. | | | | |
| Telephones used frequently have headsets and are arranged per ergonomic guidelines. | | | | |
| Computer paper is stored and handled to minimize strain potential. | | | | |
| File drawers are kept closed when not in use. | | | | |
| Step stools or ladders are available and used properly, if needed; no one ever climbs on chairs or furniture to reach something overhead. | | | | |

PARTS

| Topic | Good | Fair | Needs Improvement | N/A |
|--|------|------|-------------------|-----|
| Shelves and racks are sturdy and stable. | | | | |
| Heaviest/bulkiest items are stored between waist and chest height. | | | | |
| All stored parts are easily accessible. | | | | |
| Stairs and steps are free of anything that might cause a slip/trip/fall. | | | | |
| Stairs have handrails. | | | | |
| Mezzanine areas have guardrails or equivalent fall protection. | | | | |
| No stored items or other objects could fall from overhead. | | | | |
| Step stools and/or ladders are readily available if needed, in good condition, used and stored properly, and out of the way when not in use. | | | | |

SERVICE DEPARTMENT

| Topic | Good | Fair | Needs Improvement | N/A |
|---|------|------|-------------------|-----|
| Spill cleanup materials are readily available and used promptly and properly if needed. | | | | |
| Cords and hoses are kept off the floor as much as possible. | | | | |
| Eye protection (minimum of safety glasses with side shields) is worn at all times. | | | | |
| Goggles, or added face shield, are worn when grinding or working under a vehicle. | | | | |
| Chemical-resistant gloves and/or other PPE is used as needed. | | | | |
| Pedestal or bench grinders are in good condition and used properly. | | | | |
| Electrical tools and equipment are in good condition. | | | | |

| Topic | Good | Fair | Needs Improvement | N/A |
|--|------|------|-------------------|-----|
| Power tools are in good condition (verified by occasional inspections). | | | | |
| Hand tools are in good condition (verified by occasional inspections). | | | | |
| Vehicle exhaust controls are in good condition and used as needed. | | | | |
| Automotive hoists are in good condition, functioning as intended, and used safely. | | | | |
| Hoists and jacks are in good condition, inspected, available, and properly used. | | | | |
| Safety stands are in good condition, available, and properly used. | | | | |
| Gasoline is properly removed from vehicles to be serviced and stored. | | | | |
| Welding is only done when and where it can be done safely, using appropriate equipment, PPE, and screens; no welding is done on gas tanks. | | | | |
| Compressed air is provided by appropriately guarded, inspected source, and lines and hoses are in good condition. | | | | |
| Compressed air and solvents are never used for cleaning clothing or people. | | | | |
| Parts cleaning is done only in approved sinks or tanks, using approved cleaners. | | | | |
| Eyewash station has at least 15-minute flushing capacity, is readily available, accessible, inspected, clean, and operable. | | | | |
| Step stools and/or ladders are readily available if needed and are in good condition, used properly, and stored properly and out of the way when not in use. | | | | |
| Creepers are in good condition and kept out of walkways when not in use. | | | | |
| Lifting, pushing, and other manual handling is done safely and only when appropriate mechanical handling aids aren't specified for the task. | | | | |