**Safety Inspection Checklist – Auto Dealership**



**Building location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Inspected By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**­­­­­­­­­­­­­­­­­­­­­­­­­­­

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| --- | --- | --- | --- | --- |
| **Description** | **Yes** | **No** | **Comments** | **Correction Date** |
| **Programs and Posters** |  |  |  |  |
| Injury & Illness Prevention Program (IIPP safety program) on site? |  |  |  |  |
| Hazard Communication Program (HazCom)? |  |  |  |  |
| Lock Out Tag Out Program (LOTO)? |  |  |  |  |
| Emergency Action Program (EAP)? |  |  |  |  |
| Respiratory Protection Program (RPP)? |  |  |  |  |
| MVRs checked prior to hiring and yearly for anyone driving? |  |  |  |  |
| Exit routes and key response people and phone numbers posted? |  |  |  |  |
| Report of unsafe conditions/safety suggestion form available to employees on site? |  |  |  |  |
| Equipment Inspection records maintained? |  |  |  |  |
| Local clinic within Medical Provider Network posted? |  |  |  |  |
| Federal & State All-in-One Poster for current year. |  |  |  |  |
| Cal/OSHA Log 300A summary for previous year (post from February 1 until April 30) |  |  |  |  |
| Are Certificates of Insurance current and on file for contractors, service companies, and tenants? |  |  |  |  |
| **Office areas** |  |  |  |  |
| Are desk chairs adjustable, i.e. seat, seatback and armrest height? |  |  |  |  |
| Are frequent phone users provided with headsets? |  |  |  |  |
| Is office furniture set up ergonomically set up for the user – wrists in a neutral position? |  |  |  |  |
| Are power strips not daisy-chained (connected)? |  |  |  |  |
| **General Emergency Preparedness/Response** |  |  |  |  |
| Are first aid kits in place and adequately stocked with bandages (no meds such as aspirin or Tylenol)? |  |  |  |  |
| Has a fire, earthquake, or other emergency response drill been conducted in the past 12 months? |  |  |  |  |
| Are earthquake response supplies available? |  |  |  |  |
| **Life Safety** |  |  |  |  |
| Are exit corridors, doorways, & stairs unobstructed? |  |  |  |  |
| Is panic hardware in place for exit doors and in working condition? |  |  |  |  |
| Are exits marked and illuminated? |  |  |  |  |
| Is the emergency lighting system in place and working? |  |  |  |  |
| **Electrical** |  |  |  |  |
| Are electrical cords in good condition; for temporary use (<90 days)? |  |  |  |  |
| Where work with portable tools/electrical cords are in wet areas, are ground fault circuit interrupters used? |  |  |  |  |
| Do electrical junction, switch, and receptacle boxes have covers that are tightly closed?  |  |  |  |  |
| Are circuit breakers labeled with their functions and all covers complete (no blanks) and in place?  |  |  |  |  |
| Is there a clear 36” access around all electrical panels? |  |  |  |  |
| **Fire Safety** |  |  |  |  |
| Is there at least an 18” clearance between the fire sprinkler heads and storage and shelving? |  |  |  |  |
| Portable fire extinguishers provided throughout and clearly marked? |  |  |  |  |
| Portable fire extinguishers recharged at least annually, tagged, signed off monthly? Gauges show them as fully charged? |  |  |  |  |
| Have employees been trained on the use of portable fire extinguishers within the past year? |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Description** | **Yes** | **No** | **Comments** | **Correction Date** |
| **Shop** |  |  |  |  |
| Is machinery secured and guarded? |  |  |  |  |
| Are proper tools & equipment provided? |  |  |  |  |
| Lifts maintained on a regular basis? |  |  |  |  |
| Locking devices provided on all lifts? |  |  |  |  |
| Air compressors maintained on a regular basis? |  |  |  |  |
| Air pressure reduced to less than 30 psi on manual air hoses? |  |  |  |  |
| Chain hoists - no excessive wear, distorted or twisted links, safety latches on hooks, monthly certification records? |  |  |  |  |
| Floor Jacks/Hoists/Lifts/Jack Stands - rated load capacity is legibly and permanently marked in a prominent location. |  |  |  |  |
| Floor openings - removable railings kept in place when not in use. |  |  |  |  |
| Open sided floors 4 feet or more above adjacent floor or ground level are guarded by a standard guard railing system. |  |  |  |  |
| Pits and trapdoor floor openings are guarded by a floor opening cover. |  |  |  |  |
| Grinders:* Safety shields are clean and properly positioned over the work area.
* Tongue guards are in place and adjusted to within ¼” of the abrasive wheel.
* Work rests are in place and are adjusted to within 1/8” of the abrasive wheel.
* The base of the pedestal grinder is securely anchored to prevent the grinder from moving or walking.
* A safety guard covers the spindle end, nut and flange projections.
 |  |  |  |  |
| Is proper personal protective equipment provided and used - gloves, safety glasses, goggles, face shields etc.? |  |  |  |  |
| Safety glasses worn while changing tires. |  |  |  |  |
| Slip resistant footwear worn? |  |  |  |  |
| Employees trained in respiratory protection, storage, use, cleaning and disposal?  |  |  |  |  |
| Is respiratory protection supplied and used? |  |  |  |  |
| Gas tank work:* Ignition sources eliminated, explosion proof light provided and proper gas storage?
* Gas tank emptied before removed from vehicle?
 |  |  |  |  |
| Welding shields in place to protect employees from arc flash? |  |  |  |  |
| Ladders inspected regularly and employees trained in their use? No milk crates or buckets used as step stools. |  |  |  |  |
| Are carts or hand trucks provided for moving heavy equipment? |  |  |  |  |
| Employees get help if they have to lift heavy items? |  |  |  |  |
| Used rags disposed in approved metal container with lid? |  |  |  |  |
| Fusible links installed on solvent tanks that utilize Stoddard solvent? |  |  |  |  |
| Are Safety Data Sheets (SDSs) easily accessible to employees for all chemicals? |  |  |  |  |
| Is there an eyewash station nearby the areas where chemicals are dispensed? |  |  |  |  |
| **Description** | **Yes** | **No** | **Comments** | **Correction Date** |
| **Body Shop** |  |  |  |  |
| Ignition sources (i.e. open flame heaters, cutting torches, etc.) prohibited with 20’ of hazardous areas? |  |  |  |  |
| Only 1-day flammables allowed in work areas and labeled? |  |  |  |  |
| Explosion proof electrical lights, fixtures, motors switches and wiring provided in hazardous areas? |  |  |  |  |
| Waste thinner kept in approved containers? |  |  |  |  |
| Spray booth filters cleaned or changed regularly? |  |  |  |  |
| Spray painting in designated areas only? |  |  |  |  |
| Good mechanical ventilations? |  |  |  |  |
| Sprinkler heads in spray areas covered and cleaned daily? |  |  |  |  |
| **Sales and Service** |  |  |  |  |
| Specific vehicle test drive routes? |  |  |  |  |
| Speed limits (5 mph) posted and enforced? |  |  |  |  |
| **Housekeeping/Maintenance** |  |  |  |  |
| Are walking surfaces free of tripping/slipping hazards? |  |  |  |  |
| Are combustibles maintained in an orderly & neat fashion throughout, excess paper and trash removed daily? |  |  |  |  |
| **Storage Areas** |  |  |  |  |
| Are delivered supplies stored immediately? |  |  |  |  |
| Objects stored with heaviest on the bottom and lightest on top? |  |  |  |  |
| Are shelves secured to prevent falling? |  |  |  |  |
| Are items stored neatly? |  |  |  |  |
| Are compressed gas cylinders secured? |  |  |  |  |
| Are flammable liquids stored in a flammable storage cabinet? |  |  |  |  |
| Flammable liquid dispensing equipment bonded and grounded? |  |  |  |  |
| Flammables and oxygen separated by 20 feet? |  |  |  |  |
| Emergency procedures and materials for chemical spills? |  |  |  |  |
| Mezzanines - guard rails installed if used for storage? |  |  |  |  |
| **Parking areas** |  |  |  |  |
| Overhead doors operational? |  |  |  |  |
| Wheel stops/speed bumps secured/painted a contrasting color? |  |  |  |  |
| Gas meters and electrical panels protected to prevent damage from vehicles, i.e. concrete posts? |  |  |  |  |
| Surfaces free of potholes and uneven surfaces? |  |  |  |  |
| Garbage area clean - no broken glass or slippery liquids? |  |  |  |  |
| Dumpster lids kept closed and wheels locked? |  |  |  |  |
| Employees get help with full trash cans? |  |  |  |  |
| **Injury Trends** |  |  |  |  |
| Insert company injury trend 1 |  |  |  |  |
| Insert company injury trend 2 |  |  |  |  |

**Are there any facilities or equipment issues in need of repair or attention not noted above?**

**Additional Comments**

*The information and suggestions in this form are presented as a guide. No results are guaranteed and no liability is assumed as to the information or safety suggestions presented. No assumption can be made that every acceptable safety procedure is stated. Abnormal, unusual, or particular circumstances may require different or additional procedures.*