

Automobile Dealers

SELF EVALUATION AND INSPECTION CHECKLIST

This self evaluation and inspection loss control activity should be conducted at least quarterly and more often as necessary. This form will help you with the required documentation. The purpose is to identify and to eliminate or control hazards. In particular those hazards associated with the following:

“Common Automobile Dealer Accident Types” Back injuries, Repetitive motion injuries, Skin irritations, Respiratory problems, Crushing injuries, and Multiple-injuries.

Premises

- Proper layout
- Vehicles separated by model and type (e.g., all minivans together, all SUVs in one location, RV's in one location, etc.)

Housekeeping

- Aisles and walkways free of debris and clutter; electrical wires and telephone cords not stretched across walkways or doorways
- Trash removed on a daily basis
- Floors swept or vacuumed every day

Maintenance

- Stairs that are used by employees in good condition,
- Elevators – properly serviced and in good condition
- Hydraulic lifts provided in the repair area kept in good condition
- Jacks and hydraulic lifts inspected on an adequate frequency by inspector's with proper qualifications
- Rolling ladders well oiled
- Wooden or metal folding ladders replaced as needed
- Ladders maintained in good condition
- Rolling ladders equipped with handrails and rubberized feet on springs that sink down when stepped on
- Wiring - checked frequently for cracks and fraying by a qualified professional. Scheduled inspections for preventative maintenance in place
- Vehicles for sale parked on unpaved surfaces that are properly maintained
- Are grass lawns mowed regularly, and potholes filled in as needed

Storage

- All shelves properly constructed with items neatly arranged and categorized for ease of location

Fall Protection

- Doormats placed just inside showroom entrances and exits to help prevent water from being tracked over the showroom floors
- Worn, torn, or loose floor coverings repaired or replaced promptly
- Grease-dissolving solvents used when cleaning up automotive fluid spills
- All puddles and spills cleaned up immediately, and "Caution - Wet Floors" signs displayed
- Pavement and grass lawn potholes filled in as needed
- Stairs equipped with non-slip treads, and sturdy handrails

First Aid

- Emergency hand- and eye-wash stations provided in repair, body shop, and car wash areas
- Emergency health care facilities and first aid equipment/supplies available
- Have any employees received basic first aid training?
- First aid kits located throughout the premises, including repair areas

Environmental Health

- Repair area equipped with a ventilation system that involves special nozzles that fit over a vehicle's tailpipe and specially designed vents that funnel the exhaust fumes outside
- Workers equipped with appropriate hand protection for dealing with solvents and automotive fluids
- Workers who perform sanding work on vehicle exteriors required to wear safety goggles and respirator masks
- NIOSH-approved hearing protection devices provided to workers exposed to noise levels at or above 85dB if they request them and required for those who are exposed to levels above 90 dB
- Conduct annual audiometric examinations
- Repair areas without special ventilation system have garage doors left open when vehicles are left running inside
- Workers who perform paint jobs equipped with respirator masks?

Safety Training

- Worker training and experience adequate for tasks performed
- New employees paired with an experienced employee until they become familiar with the various pieces of equipment and how they operate
- Specific training provided to erect tents for tent sales
- All erected tents are inspected by a qualified individual (e.g., fire marshal) to ensure that they meet state and local regulations regarding material and construction
- Employees familiar with interior layouts and features of the various RV models

Vehicle Accidents

- Licensed and qualified salespeople with good driving records (Run Driver License Checks) accompany customers on test drives
- Safety belts worn at all times whether the salesperson is driving or riding as a passenger
- Mirrors and seating properly adjusted before the driver engages the vehicle

- Salespeople familiar with all types of vehicles sold by the insured and skilled at driving both manual and automatic transmission vehicles before being allowed to accompany customers on test drives
- Mechanics drive vehicles brought in for servicing to better determine what the problem is
- Designated routes for test drives
- Workers discouraged from taking new or unfamiliar routes
- Speed limits and warning signs (e.g., "Sound Horn" and "Proceed with Caution") posted throughout the area
- Convex mirrors installed at corners and at the beginnings and ends of aisles

Electrical

- Appliances and electrical repair equipment NRTL-listed and properly grounded
- Wiring - checked frequently for cracks and fraying by a qualified professional; routine schedule of inspections and maintenance in place

Material Handling

- Proper materials-handling equipment, such as dollies and hand trucks, provided for employee use
- Second level parts storage. Parts carried up stairways or by a freight elevator
- Qualified and experience persons oversee the stockroom area
- Rated load capacity clearly marked on all forklifts
- Employees instructed not to exceed the rated capacity of any forklift
- All forklifts equipped with overhead protection
- Certified forklift operators
- Hand-operated jacks used to raise vehicles for service operations only if hydraulic lifts not available
- Hydraulic lifts used whenever possible

Caught Exposures

- Mechanics not permitted to wear neck or wrist chains while working
- Mechanics required to keep long hair tied back

Ergonomics

- Office workers encouraged to look away from their computer monitors and refocus on distant objects from time to time
- Employers follow ANSI/HFS 100-1988, which provides ergonomic design guidelines for visual displays, keyboards, and workstations
- Auto repair technicians working on vehicles that are raised on hydraulic lifts or who are performing repetitive tasks at or above shoulder level encouraged to take a 15-minute break every 3 to 4 hours

**If You Have Any Questions or Need Assistance
Contact Your CompWest Loss Control Consultant
Or Request Assistance on the CompWest Web Page.**