

Automotive Health & Safety Checklist

Provided Courtesy of KPA, LLC

A. COMPLIANCE PROGRAMS

	Yes	No	N/A
<i>Hazard Communication Program</i>			
1. Is there a written Hazard Communication Program in place?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is there a written inventory of hazardous materials on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the employer have a Material Safety Data Sheet for each hazardous material on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are hazardous material containers labeled with the manufacturer information, identity of the hazardous substance and an appropriate hazard warning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have all hazardous material handlers received Hazard Communication training? Training must be completed prior to each employee's initial work assignment and whenever a new chemical hazard is introduced into the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____ _____ _____ _____			
<i>Emergency Response Plan</i>			
1. Is there a written Emergency Response Plan that includes the following components?	<input type="checkbox"/>	<input type="checkbox"/>	
a. Spill/ Release Response Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Fire/ Explosion Response Plan (to include fire extinguisher training)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Fire Prevention Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Region-specific Other Emergencies Response Plan (Earthquake, Flood, Tornado, Hurricane, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Evacuation Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have all employees received Emergency Response training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is refresher training conducted annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____ _____ _____ _____			
<i>Respiratory Protection Program</i>			
1. Are employees required to wear respirators? If yes, then:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the dealership have a compliant written Respiratory Protection Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the written program kept in a location readily accessible to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Have respirator wearers received initial and annual refresher training on the purpose, correct use, limitations, inspection procedures and maintenance of their respirators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Have respirator wearers been medically evaluated by a physician or licensed health care professional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Are respirator wearers fit tested at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the employer prohibit facial hair (that breaks the respirator seal) for employees wearing negative pressure respirators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the employer provide positive air respirators for employees that use products containing isocyanates (typically topcoats, catalysts and hardeners)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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E. EMPLOYEE PROTECTION ISSUES

	Yes	No	N/A
Food Handling			
1. Are foods and beverages stored or consumed outside of toilet rooms, or in any areas where they may be contaminated by hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is food preparation equipment (coffee pots, microwave ovens, etc.) prohibited from areas where hazardous materials are stored or used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kits			
1. Are first aid kits stored in an area that is easily accessible to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the first aid kit equipped with the minimum fill kit requirements (Absorbent Compress, Adhesive Bandages, Adhesive Tape, Antiseptic, Burn Treatment, Medical Exam Gloves, Sterile Pad, Triangular Bandage)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eyewashes			
1. Is the eyewash located so that it can be reached within 10 seconds by employees when needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the eyewash capable of supplying 0.4 gallons per minute of liquid continuously for 15 minutes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Can the eyewash be turned on with a single action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the eyewash flush both eyes at the same time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the solution discharge points situated between 33" and 45" from the ground and at least 6" away from the wall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is access to the eyewash kept clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the eyewash properly maintained and tested? Units must be tested weekly. Fluid must be changed on reservoir-type units per manufacturer specifications (typically quarterly). Testing should be documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye and Face Protection			
1. Is proper eye protection provided to employees who weld?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are goggles and face shields worn in areas where there is a danger of flying particles, corrosive materials, or solvents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand and Foot Protection			
1. Does the employer provide adequate hand protection for hazardous material exposures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do employees wear slip-resistant shoes in shop areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			

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F. FIRE SAFETY AND SPRINKLER SYSTEMS

	Yes	No	N/A
<i>Fire Extinguishers</i>			
1. Are fire extinguishers free from obstructions, fully charged and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are fire extinguishers serviced, maintained and tagged at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are fire extinguishers inspected monthly, and are the inspections documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do all extinguishers have signs posted indicating their locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is a fire extinguisher mounted within 10' of the paint mixing room door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Flammable Storage</i>			
1. Is bulk storage of flammable or combustible liquids in a separate building, or separated from other areas by a wall with at least a one-hour fire resistance rating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are flammable and combustible liquid transfer containers properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are flammable storage quantities less than those listed below?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. No sprinklers or storage cabinet - 30 gal.			
b. Sprinkler area or in storage cabinet - 60 gal.			
c. Both sprinklers and storage cabinets - 120 gal.			
4. Are flammable liquid containers marked with an appropriate warning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Gasoline Dispensing</i>			
1. Is gasoline dispensed only through approved hoses from approved containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is gasoline stored only in approved closed containers in all shop areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a fire extinguisher in the dispensing area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Smoking</i>			
1. Is cigarette smoking taking place outside of dealership buildings and at least 25 feet from the dispensing of flammable liquids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is smoking prohibited in areas used for servicing internal combustion engines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are "NO SMOKING" signs posted around flammable liquid dispensing and storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			

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I. MACHINERY AND EQUIPMENT SAFETY

	Yes	No	N/A
Grinders			
1. Are grinders securely mounted and free from dangerous vibrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are grinder tool rests present and adjusted to within 1/8" of the grinding wheel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are grinder tongue plates present and within 1/4" of the grinding wheel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is manufacturer supplied equipment still functioning and in use on the grinder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compressed Gas Cylinders			
1. Are compressed gas cylinders equipped with a valve protection device and clearly marked with the chemical or trade name of the gas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are cylinders secured by chains or in racks to prevent falling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are cylinders stored away from sources of heat or electricity and at least 20 feet from combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are unused and empty cylinders stored with valve protection in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is storage of fuel gases in cylinders less than 3,000 cubic feet per building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tire Mounting			
1. Is employee instruction provided for tire mounting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are tires inflated not to exceed manufacturer's recommended pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are proper tire mounting procedures posted in the tire mounting area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welding			
1. Are acetylene and oxygen hoses distinguished by color or texture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are hoses inspected frequently for leaks, burns, tears, or other defects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does management ensure that employees do not transfer gas between cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are appropriate manifolds, pressure regulators, back flow preventers and shut off valves in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are fire extinguishers kept in locations where welding or cutting occurs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are torches lighted by friction lighters, and not by matches or from hot work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Battery Charging			
1. Are cables used for charging free from repair or splice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are unattended electrodes removed from the battery charger to prevent injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is arc welding and cutting equipment in proper operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Compressors			
1. Are valid compressor permits posted on or near the air compressors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are air tanks protected by safety relief valves? Are the valves tested frequently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are signs posted by each compressor warning of the automatic starting feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are air hoses maintained in a safe working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is compressed gas restricted to less than 10 psi when used to blow dirt or dust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____			

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J. PAINT SPRAY OPERATIONS

1. Are vehicles turned off upon entering the spray booth?
2. Is a 36" clearance maintained between the spray booth and combustible materials?
3. Is a visible gauge or audible alarm maintained in the spray booth to indicate that the required air velocity is maintained?
4. Are electrical appliances and wiring located in the paint booth area of explosion proof construction?
5. Are spraying areas provided with adequate mechanical ventilation?
6. Is the spray booth protected by an approved automatic fire extinguishing system?
7. Are approved metal waste cans used for paint-laden rags and other wastes?
8. Are drying apparatus used in the spray booth approved for use with flammable vapors and combustible residues?
9. Is a fire extinguisher located within 10' of the paint mixing room door?
10. Does the pain mixing room door have a liquid tight raised sill or ramp at least 4" in height?

Comments: _____

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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For further information on KPA services including completion of periodic 3rd party audits please contact us:

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