

Documentation , Training & Compliance Checklist

Automobile Dealership & Workshop Industry

PERSONAL PROTECTIVE EQUIPMENT

All workshop employees wear appropriate PPE (gloves, safety shoes, goggles).

Yes

No

PPE issued by management is in good condition and regularly replaced.

Yes

No

Technicians working in paint or chemical areas use respirators or masks.

Yes

No

Hearing protection used in high noise zones (compressor, denting).

Yes

No

Employees working on lifts or under vehicles wear hard hats.

Yes

No

Safety signs displayed in all workshop zones (No Smoking, PPE, Caution).

Yes

No

Emergency exits, fire extinguishers, and assembly points properly marked.

Yes

No

MSDS (Material Safety Data Sheets) displayed for all chemicals used.

Yes

No

Toolbox talks or safety briefings conducted weekly.

Yes

No

Safety instructions available in local language for all employees.

Yes

No

Workshop floors free of oil, grease, and debris.

Yes

No

Oil drip trays used during all service and repair operations.

Yes

No

Handwashing stations with soap and towels available near work area.

Yes

No

Housekeeping schedule followed for each bay and common area.

Yes

No

Compressed air lines and power cords routed safely and elevated from floor.

Yes

No

Floor mats and anti-skid surfaces maintained near wash and service areas.

Yes

No

Used oil, filters, and coolant collected in designated containers.

Yes

No

Hazardous waste disposed only through authorized recycler.

Yes

No

Dry waste (metal, rubber, plastic) segregated from hazardous waste.

Yes

No

Waste bins labeled and covered with lids.

Yes

No

No burning or dumping of workshop waste on premises.

Yes

No

Chemicals stored in ventilated, fireproof cabinets.

Yes

No

All chemical containers labeled with content and hazard symbols.

Yes

No

Spill control kits available near fuel and paint areas.

Yes

No

Fuel dispensing areas equipped with grounding cables and extinguishers.

Yes

No

Battery handling done with acid-resistant gloves and face shields.

Yes

No

Chemical waste disposed through authorized vendor with manifest.

Yes

No

Employees trained on safe lifting techniques.

Yes

No

Workstations designed to reduce awkward postures or strain.

Yes

No

Technicians use mechanical aids (cranes, hoists) for heavy parts.

Yes

No

Breaks scheduled between long repair jobs to prevent fatigue.

Yes

No

Lighting and airflow adequate to reduce heat and strain.

Yes

No

New employees given safety induction training before starting work.

Yes

No

Fire and electrical safety training conducted bi-annually.

Yes

No

Accident/near-miss incidents discussed in monthly safety meeting.

Yes

No

Posters and awareness boards displayed promoting "Zero Accident Culture."

Yes

No

Safety inspection checklist used daily by supervisor.

Yes

No

Unsafe acts or conditions reported immediately to safety officer.

Yes

No

First aid box fully stocked and inspected weekly.

Yes

No

Fire extinguishers and emergency lights functional and inspected monthly.

Yes

No