

# REQUIRED DEALERSHIP INSPECTIONS PROCEDURES

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The following inspections are required at each dealership at the noted frequency:

<u>Inspection:</u>	<u>Frequency:</u>
Forklift	daily
Fire Extinguisher	monthly
First Aid Kits	monthly
Emergency Exit Lights	every four months/quarterly
Eye Wash Station	weekly activation monthly inspection

## Forklift

The forklift must be inspected daily. If the forklift is not used that day a line should be drawn through the corresponding date.

The service/collision manager is responsible for these inspections. He or she can assign someone in their department to complete these daily inspections, however that manager is ultimately responsible for assuring the inspection is completed daily.

Each forklift has a plastic holder attached which contains the "Dealership Forklift Checklist". The first day of the month the previous months checklist should be placed in the EHS box. The current months checklist should be placed in the plastic holder. The checklist has a row for each day of the month.

## Fire Extinguisher

Each fire extinguisher must be inspected monthly. Each fire extinguisher has an inspection record tag attached to it. The month and day of the week should be noted along w/ the initials of whomever inspected the extinguisher.

The inspection is of the gauge on the extinguisher. The inspector is simply assuring the arrow is in the green area. This assures the extinguisher is charged. If the indicator is not in the green area, the inspector must notify their fire extinguisher company immediately so that they can replace it. Also make sure the zip tie at the top has not been broken.

The department manager is responsible for these inspections. He or she can assign someone in their department to complete these monthly inspections, however that manager is ultimately responsible for assuring the inspection is completed monthly.

## Emergency Exit Lights

Each emergency exit light must be inspected quarterly (4 times a year). This must be done by pressing the test trigger/button on the emergency exit light. When trigger/button is compressed the emergency lights should emit light.

Each department manager is responsible for these inspections for emergency exit lights in their departments. He or she can assign someone in their department to complete these monthly inspections, however that manager is ultimately responsible for assuring the inspection is completed monthly.

Inoperative lights should be reported to the Safety Director so maintenance can be arranged.

## First Aid Kits

Each building must have a first aid kit, typically kept in the parts department. A "First Aid Kit Inspection Log" (log) must be placed on every first aid kit. Each first aid kit must be inspected monthly and the log marked. The quantities of

supplies must be fulfilled based on the "Minimum Required Fill" listed on the log. Furthermore, the expiration dates of the products must be checked. Any outdated products must be removed and replaced with current product.

The parts/department manager is responsible for inspecting the first aid kits monthly. He or she can assign someone in their department complete these monthly inspections, however the manager is ultimately responsible for assuring the inspection is completed monthly.

### **Eye Wash Station**

All eyewash stations should be activated weekly to dislodge any rust particles and bacteria. OSHA requires eye wash stations be inspected monthly.

Things to inspect:

1. Location – assure the area around the eyewash station is not obstructed
2. Water temperature – assure the water is tepid (lukewarm)
3. Flow – assure both spray heads are flowing simultaneously and the water flow allows the user to hold their eyes open without exceeding 8" above the spray heads
4. Covers – assure spray head covers are in working order
5. Sign – assure sign is attached above eyewash station

Each eyewash station has an inspection record tag attached to it. The month and day of the week should be noted along w/ the initials of whomever inspected the eyewash station.

The service/collision manager is responsible for these inspections. He or she can assign someone in their department to complete these weekly activations and monthly inspections, however that manager is ultimately responsible for assuring the activations/inspections are completed.

### **Inspection Log**

The "Annual Dealership Inspection Log" should be retained by the department manager. Once the necessary inspection is complete the person completing the inspection should initial in the appropriate box. These should be retained in yellow safety box once completed for each month.