



SAFETY ORIENTATION AND TRAINING CHECKLIST

Employee: _____ Employee #: _____

Store: _____ Date: _____

Trainer: _____

JOB OVERVIEW

- _____ Cross-training/promotion based performance/attendance
- _____ Willingness to do other duties as assigned (i.e. pick up trash)

CUSTOMER SERVICE

- _____ Greet, smile and be helpful to the customer
- _____ Use "My pleasure"
- _____ Address customer as sir or ma'am
- _____ Be friendly and respectful

STANDARDS OF CONDUCT

- _____ Treat all employees with respect
- _____ Have a positive attitude
- _____ Use of profanity, offensive, intimidated or abusive behavior
- _____ Use of tobacco products, eating, drinking or parking in unauthorized areas
- _____ Use of cell phones or electronic devices

SCHEDULES

- _____ Hours of operation
- _____ Must arrive on time (call and speak with manager personally if late or cannot come in)
- _____ Requesting time off
- _____ May request proof of hours worked
- _____ Breaks/lunches not guaranteed
- _____ Rain Days (will do everything possible to accommodate in order to get hours; preference will be given to employees with best job performance)

PAY DAY

- _____ Every other Friday - pay checks are distributed at the mandatory safety meeting

BENEFITS

- _____ 401(k) (at least 20 hrs per week, 1 year of employment, enrollment January 1 & July 1)
- _____ Life Ins, Accident, Cancer, Disability, Dental (must be employed on or before December 31, at least 18 years of age, must work at least 30 hrs per week, enrollment each March)

WORKING CONDITIONS

_____ Extreme hot/cold

UNIFORM POLICY

_____ Uniform must be clean and pressed

_____ Wash Tub t-shirt tucked in

_____ Khaki pants/shorts (form fitting worn around waist)

_____ Slip resistant shoes - no sandals

_____ Layering shirts - top layer must have Wash Tub logo -undershirt must be solid black or red and must be tucked in

_____ May wear solid red ball cap with no logo facing forward

_____ No large belt buckles

_____ No extreme hair styles

_____ No visible pierced accessory for males and females

_____ No earrings for males

_____ No visible tattoos

_____ No sunglasses

HAZARDOUS COMMUNICATION

_____ I understand that I will never perform any mechanical or electrical repairs to any machinery

_____ Location of Hazard Communication Program notebook

_____ MSDS location and notebook (familiarity with eight sections)

_____ Location of First Aid kit, and familiarity with contents

_____ Location of fire extinguishers, and knowledge of their use

EMERGENCY ACTION

_____ First aid response to injury (Inform manager of any injury and get assistance when using kit)

_____ Response to spills or leaks (notify manager ASAP)

_____ Hydration

- Be on the lookout for sluggish, weak or confused employees in extreme heat (notify manager ASAP)
- When it is warm outside, our bodies perspire more to help us cool down. As our bodies perspire, we lose bodily fluids. It is absolutely crucial to replenish lost fluids. You may not even realize how much water you are losing. That is why it is not wise to rely on thirst as your main source of inspiration for water absorption. You should drink before, during and after physical activity regardless of thirst levels. (Article Source: <http://EzineArticles.com/1579870>)
- Drink plenty of water – Energy/sports drinks contain too much sugar/caffeine to truly quench your thirst and hydrate your body
- Take breaks in cool shady area
- Apply sunscreen to any exposed skin. Having sunburn reduces your body's ability to rid itself of heat. (Article Source: <http://www.mayoclinic.com/health/heat-exhaustion/DS01046/DSECTION=prevention>)

GUEST INJURY OR PROPERTY DAMAGE

- _____ Procedure for reporting damage to guest's property
- _____ History of car damages
- _____ Problematic vehicles (Jeep Cherokee, Handicap Equipped Vehicles)
(Handicap Equipped Vehicles are only to be driven by location Manager)

CAR WASH WALK-THROUGH

- _____ Work areas
- _____ Breaks – cannot be on the property, no waiting, manager will give you time you will be clocked in
- _____ All areas where only authorized personnel are allowed
- _____ Conveyor safety, chain, dangers, step over not on it

SAFE WORKING ENVIRONMENT

- _____ Location and use of personal protective equipment – eye protection, gloves, etc.
- _____ Recognition and correction of unsafe conditions
- _____ Study of store/positions from a safety angle
- _____ Reporting of hazards, near injuries, and any unsafe conditions
- _____ Awareness of the safety of employees and guests
- _____ Knowledge of “horseplay” rules
- _____ Knowledge of “safe” footwear – need for good traction on soles
- _____ Walk around tunnel – not through it

SAFE PRACTICES FOR OPERATING VEHICLES

- _____ Vehicles moved only by those who are trained
- _____ Surroundings are observed before vehicles are moved
- _____ Drivers place both feet inside vehicles and close doors when moving them
- _____ Vehicles not driven faster than a fast-pace walk (3 mph)
- _____ Vehicles are not driven closer than 10 feet of another vehicle
- _____ Drivers honk horns before moving or reversing vehicles
- _____ Drivers do not leave vehicles until the vehicle is parked and the engine is turned off
- _____ Drivers have experience driving vehicles with standard transmission
- _____ Employees do not wipe rims while the vehicle is rolling
- _____ Employees are alert for protruding objects, jagged edges, and cracked or broken glass when hand-washing or hand-drying a vehicle

SAFE PRACTICES FOR OPERATING EQUIPMENT

- _____ Employees do not touch grates – only maintenance staff or manager
- _____ Employees do not step on the track or in between the track
- _____ Employees do not place their hands in the washer while the agitator is turning
- _____ Employees do not place their hands in the spinner/extractor until machine has completely stopped
- _____ Employees do not go into the equipment room (except when authorized)
- _____ Employees starting the equipment only when calling “Clear” and hearing the “Clear” response
- _____ Employees know the emergency Shut Off procedures
- _____ Unimac safety operation
- _____ Tunnel safety, Roller call operation, and Tire rollers danger
- _____ SWT Gun and Prep Gun safety – report when leaking
- _____ Wet Area safety
- _____ Chemical room location and usage
- _____ Vacuum Container location and maintenance

I have been informed of all areas of the Safety Orientation checklist. My signature below asserts that I fully understand these items and that all of my questions have been answered.

Employee's Signature

Manager/Trainer's Signature

Date

Date