



SAFETY ORIENTATION AND TRAINING CHECKLIST

Employee: _____ Employee #: _____

Store: _____ Date: _____

Trainer: _____

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 six 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)

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

_____ Break area

_____ 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 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 initials above asserts that I fully understand these items and that all of my questions have been answered.