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.