



Labour and Advanced Education

Employer:	
Supervisor:	
Job Title:	
Date:	
Location:	

Automotive Checklist		
1. OHS Act	Particulars	OHS ACT
Policy	Signed, dated, reviewed annually and posted?	OHS Act 27
Program	Does written program have all the elements noted under Section 28?	OHS Act 28
JOHSC	Meeting monthly, terms of reference, records available?	OHS Act 29,30,31
Safety Representative	Is there one in place?	OHS Act 33
Workplace Inspections	Are they carried out & how often? Are employees involved?	OHS Act 28(2)(e) 13 (1) (d)
Posting Information.	Copy of Act, OHS Division telephone number, order and compliance notice, notice of appeal?	OHS Act 38,39
2. Violence/Workplace	Particulars	OHS ACT/REG
Violence Risk Assessment	Has the employer conducted the assessment? Is a copy available?	Violence Reg 5 (1)
Violence Prevention Plan	If applicable, has one been developed?	Violence Reg 7 (1)
Violence Prevention Statement	Has one been developed? Is it Posted?	Violence Reg 9 (1)
Training of Employees	Have those employees exposed to a risk of violence been trained?	Violence Reg 7
3. First Aid	Particulars	OHS ACT/REG
First Aid	Attendants - are certificates current/Shift work/hours of operation/days of week/trained attendant every shift	F/A 5(3)
	Supplies - adequate volume/type/condition	F/A 10
	Does each person that works alone have a valid emergency first aid certificate	F/A 5 (1)
	If employees work in remote locations, do they have a remote location plan	F/A 18
4. WHMIS/GHS	Particulars	OHS ACT/ REG
GHS	Global Harmonization System-Does not replace WHMIS but WHMIS will incorporate GHS concepts, specifically product classification, labeling and safety data sheets (SDS), thereby resulting in a new level of standardization.	Contact the OHS Division 1-800-952-2687 or your training provider for more information
Training	Training/Specific worker education	WHMIS 4,5
Handling/Storage of controlled products.	Safe use/storage/handling and disposal of controlled products	WHMIS 4 (c) & (d)
MSDS	Info current/MSDS available to employees/Via internet	WHMIS 14
Labeling	Piped products labeling (propane/natural gas/compressed air)	WHMIS 9
	Are containers containing controlled products properly labeled	WHMIS 6,7
Storage/Emergencies	Storage of controlled products/hazardous substances	WHMIS 4 (f) OSGR 36
Emergency Showers/Eye Wash	May be needed in close proximity to battery charging areas/paint booths	WHMIS 4 (F)
5. Personal Protective Equipment	Particulars	OHS ACT/ REG

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Policies/Procedures	i) Policy for PPE (eye/head/hearing/respiratory protection) ii) Develop written safety policies/procedures	OSGR 9, 10, 11, 12, 13 OHS Act 28 (2) (b)
6. Fire Protection	Particulars	OHS ACT/ REG
Exits/Extinguishers/ Training/ Emergency Lighting	i) Exit doors blocked or locked/signs visible ii) Fire extinguishers checked yearly by outside agency iii) Plan in place to ensure staff or designated people trained in use of fire extinguishers iv) Sprinkler system checked yearly by outside agency v) Emergency lighting/worker areas/stockrooms.	OSGR 25(2) OHS Act 13(1) (c) (1)(e) OSGR 17
7. Automotive Dealerships	Particulars	OHS ACT/ REG
Abrasive Wheels/Grinders	Inspection/operation/posting requirements/guarding	OSGR 97,98,99,100
Welding/Cutting/Burning/ Soldering	Inspection/use/safe-guarding	OSGR 109,110,111,112
Safeguards	Precautions/duties/repair/lock-out	OSGR 87
Tire Repair/Mounting	Split rim/retainer ring type tire	OSGR 92
Electrical Rooms/Panels	No open slots in panels	OSGR 120(1)
	Housekeeping in electrical room? No unrelated material.	OSGR 128
	Danger high voltage sign on door?	OSGR 128
Automotive Hoists	i) Annual inspection by competent person ii) Monthly inspection record iii) Operators manual iv) Inspection criteria (refer to ANSI Standard)	OSGR 72 (1)(f)
Car Detailing	Car wash, prep tasks, wheel rim soap with hydrofluoric acid	WHMIS 4 (c)
Lock out Procedures	Disconnecting car remote starters	OHS Act 28(2)(b) OSGR 8
Jack Stands	Inspection criteria/ load limits marked	OSGR 104(e)
Automotive Exhausts (CO Monitoring)	Exhaust hoses/ mechanical ventilation	OSGR 15
Battery Charging Areas (sealed vs electrolyte)	Ensure they are following manufacturer's instructions for the equipment in use. i) Inspections ii) Eye wash/ PPE iii) Training iv) Ventilation	OSGR 42,43,44 WHMIS
Grinding, Brake Rotor Lathes	PPE	OSGR 13, 15
Flashback Arrestors,	Should be located at bottle or torch!	OSGR 116,117
Compressed Gas Cylinders	Handling & storage	OSGR 47, 48, 49, 119
Racking/Shelving Units/ Mezzanines	i) Fall arrest areas ii) Fall protection iii) Safety clips/anchored/illumination/access/egress/storage iv) Load Bearing/Structural integrity/Assess damage v) Inspection criteria	OSGR 32, 33,34, OHS Act 13(1)b WHSR 21.2
Freight Elevator	Service contract	OHS Act 13(1)(a)

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Shipping/Receiving	i) Docking levelers maintained according to manufacturer's specs ii) Chalking wheels iii) PPE iv) Housekeeping/lighting	OSGR 84 OHS Act 13(1)(c) or (f)
Fixed Ladders	Roof hatch (top rung must be within 6 inches of hatch cover)	OSGR 147, 148
Hoist/Lift Truck/Power Mobile Equipment	i) Manufacturers specifications ii) Competent operator iii) Inspection protocol	OSGR 72,75,81
8. Auto Body Collision Repair & Refinishing	Particulars	OHS ACT/ REG
Fire Safety Plan is required i) 600 liters or more of stored flammable on site ii) Sprinkler system iii) Hazardous work using spray guns, etc.	Contact Fire Prevention if you are uncertain if you need a Fire Safety Plan	OHS Act 13(1)(c)
Paint Booths	i) Manufacturers specs ii) Ongoing inspection of paint booth iii) Ventilation/maintenance of filters iv) PPE v) Training	OSGR 84, 85
Breathing Air	Tested every 6 months (CSA standard for compressed breathing air)	OSGR 13 (2)
Bonding/Grounding	Bonding/grounding (Auto repair, painting, parts washing units)	WHMIS 3(1), 4 (c) & (d)
Gun Wash/Use of Solvents/Compressed Air	i) Manufacturer's manual ii) PPE iii) WHMIS iv) Bonding/grounding	OSGR 84, 85 WHMIS
Portable Lights/Heat Lamps/Extension Cords, Outlets-Proximity to Flammable Products	i) Intrinsically safe equipment	Fire Safety Act OSGR 25 (1) WHMIS
Respiratory Hazards- Selection/Use/Care/Training	CSA CAN3-Z180.1-M85 CSA Z94.4-93(R1997)	OSGR 13 (1) (3)
Frame Straightening	Manufacturer's manual/Inspection criteria	OSGR 84
Sand Blasting/Paint Stripping	PPE/Ventilation/Housekeeping	OSGR 9,13,15
Compressed Air	Use for cleaning sanding dust of vehicles	OSGR 101
Paints -Storage/ Handling/Mixing Areas Isocyanate Containing Paints	i) WHMIS/MSDS ii) Ventilation/Supplied Air System iii) PPE iv) Bonding/grounding	WHMIS OSGR