OSHA Automotive Workshop Safety

Audit Scorecard

A 15-point compliance assessment for technician safety, PPE, lifts, welding/cutting hazards, chemical exposure, slips, noise, ergonomics, and shop housekeeping

Dealer / Center Name	
Dealer Code	
Region / Zone	
Auditor Name	
Audit Date	
Cycle / Period	

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How to Use This Scorecard

This scorecard evaluates OSHA Automotive Workshop Safety compliance across 15 criteria grouped into 4 categories. For each criterion, circle a score from 1 (not in place) to 5 (fully embedded and sustained). Do not rate where you aspire to be — rate what you observe on the day.

Score Scale

Score	Level	What it means
1	**Not in place**	Standard does not exist or has never been implemented at this dealership.
2	**Attempted**	Some effort made but inconsistent — visible gaps remain in most areas.
3	**Defined**	Standard is documented and partially followed. Some areas compliant, others not.
4	**Managed**	Standard is followed consistently. Minor exceptions occur.
5	**Fully Sustained**	Fully embedded. Evidence of ongoing compliance between audits without prompting.

RAG Status Guide

Status	Overall Score	Action
Green	60–75 (80–100%)	Compliant. Maintain current standards.
Amber	38–59 (50–79%)	Improvement required. Structured action plan within 30 days.
Red	0–37 (0–49%)	Non-compliant. Priority intervention. Escalate to regional management.

AutoSmart Tip: OSHA autobody shop hazards include chemical exposures from paints, solvents, isocyanates, chromium, sanding dust, and welding fumes — alongside physical hazards from lifts and cutting tools. The most serious chemical exposure risks (isocyanates and hexavalent chromium) require specific engineering controls and PPE that go beyond general shop practice. Confirm that two-component paint systems and any chromium-containing material are identified, that correct respiratory protection is specified, and that technicians are trained on the specific hazard — not relying on general 'wear PPE' instructions.

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Scorecard

Circle a score 1–5 for each criterion. Record observations in the Notes column.

No.	Criterion / Question	1	2	3	4	5	Notes
PPE & LIFT SAFETY							
1	Is appropriate PPE (safety glasses, face shields, chemical-resistant gloves, safety footwear, hearing protection) available and being worn by technicians for each task — as required under OSHA's PPE standard (29 CFR 1910.132)?	○	○	○	○	○	
2	Are all vehicle lifts inspected annually by a qualified inspector per ANSI/ALI ALOIM standards, with current inspection certificates posted on or near each lift?	○	○	○	○	○	
3	Are technicians trained on safe lift operation — including vehicle positioning, weight distribution, adapter placement, and lock engagement — with training records maintained?	○	○	○	○	○	
4	Are jack stands used whenever a vehicle is raised on floor jacks for any task requiring work beneath the vehicle — with no technician working under a vehicle supported only by a floor jack?	○	○	○	○	○	
WELDING/CUTTING HAZARDS & CHEMICAL EXPOSURE							
5	Are welding and cutting operations conducted with appropriate local exhaust ventilation or general dilution ventilation, controlling technician exposure to welding fumes below OSHA permissible exposure limits?	○	○	○	○	○	
6	Are technicians working with isocyanate-containing paints or hardeners (two-part polyurethane systems) protected with supplied-air respirators — as OSHA notes that isocyanates are a leading cause of occupational asthma?	○	○	○	○	○	
7	Are technicians working with chromium-containing paints, primers, or body solder protected from hexavalent chromium exposure — with exposure controls meeting OSHA's Hexavalent Chromium standard (29 CFR 1910.1026)?	○	○	○	○	○	
8	Are sanding dust exposure controls (wet sanding, local exhaust, respiratory protection) in place for operations generating body filler, paint, or rust dust — particularly for materials that may contain hazardous constituents?	○	○	○	○	○	
SLIPS, NOISE & ERGONOMICS							
9	Is the workshop floor maintained dry and free from oil, coolant, and water accumulation — with absorbent materials and drainage maintained to prevent slip hazards?	○	○	○	○	○	

10	Is noise exposure assessed for operations exceeding 85 dBA (8-hour TWA) — and where exposure thresholds are met, is a hearing conservation program in place per OSHA 29 CFR 1910.95?	○	○	○	○	○	
11	Are ergonomic risk factors (prolonged awkward postures, heavy lifting, repetitive forceful motions) identified for high-risk tasks — and are engineering or administrative controls available to reduce ergonomic strain?	○	○	○	○	○	
SHOP HOUSEKEEPING & OSHA GOVERNANCE							
12	Is shop housekeeping maintained to the standard required by OSHA's general industry housekeeping standard (29 CFR 1910.22) — with aisles clear, floors clean, and materials stored in a way that does not create tripping or falling hazards?	○	○	○	○	○	
13	Is an OSHA 300 Log maintained if the dealership is required to keep injury and illness records — with required annual summary posted in a visible location during the required posting period (February 1 to April 30)?	○	○	○	○	○	
14	Are workers' rights under OSHA (including the right to report injuries, request inspections, and receive training) communicated to all employees through OSHA's required Job Safety and Health poster, posted in a prominent location?	○	○	○	○	○	
15	Is a written emergency action plan in place per OSHA 29 CFR 1910.38 — covering evacuation procedures, alarm systems, and employee roles — with all employees trained on the plan?	○	○	○	○	○	
OVERALL SCORE →		/ 75 =		%			

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Category Summary & RAG Status

Transfer category totals from the scorecard. Assign RAG status and record the priority action for each category.

Category	Score	%	RAG	Priority Action
PPE & Lift Safety	/20			
Welding/Cutting Hazards & Chemical Exposure	/20			
Slips, Noise & Ergonomics	/15			
Shop Housekeeping & OSHA Governance	/20			
OVERALL SCORE	**/75**			

Sign-Off

Auditor Name	
Auditor Signature	
Date	
HSE Manager Name	
HSE Manager Signature	
Next Audit Date	

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Action Plan Tracker

OSHA Automotive Workshop Safety — Gap Closure Framework

A structured four-stage workflow to assign, track, verify, and close OSHA Automotive Workshop Safety non-compliances

Dealer / Center Name	
Dealer Code	
Region / Zone	
Audit Cycle / Period	
Tracker Owner (ASM / ZSM)	
Date Opened	
Target Close Date	

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How to Use This Tracker

This tracker is designed to be completed immediately following a OSHA Automotive Workshop Safety audit. Every non-compliance recorded must be logged here as an action item and progressed through all four stages before it is considered resolved.

Four-Stage Workflow

1. PENDING	2. IN PROGRESS	3. COMPLETED	4. APPROVED
Finding assigned. Owner & date set.	Work underway. Evidence being gathered.	Dealer submits evidence for review.	Auditor verifies and closes the item.

Stage Rules

Stage	Actioned by	Required action	Evidence required
PENDING	ASM / Auditor	Assign a named responsible party. Set a close date. Log the non-compliance description.	No evidence required at this stage.
IN PROGRESS	OSHA Automotive Workshop Safety / Dealer Team	Begin remediation. Update status. Upload progress evidence as work is completed.	In-progress photos, supporting documents, records.
COMPLETED	HSE Manager	Mark item complete and submit for review. Evidence must be attached before submission.	Photo of rectified item, signed procedure, supporting evidence.
APPROVED	ASM / ZSM / Auditor	Review evidence. Verify compliance on next site visit if required. Approve and close.	Auditor sign-off. Date of verification recorded.

Tracker Summary

Fill in after completing each audit cycle.

Stage	Description	Count	Notes
PENDING	Not yet started		
IN PROGRESS	Work underway		
COMPLETED	Awaiting approval		
APPROVED	Verified & closed		

AutoSmart Tip: With AutoSmart Audit, every non-compliance is automatically converted into an action item at the point of audit — with owner assignment, close dates, evidence upload, and a four-stage approval workflow built in. No spreadsheets. No manual follow-up.

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Action Plan Tracker

Log every non-compliance from the audit below. Progress each item through all four stages before closure.

STAGE — PENDING						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
P-01						
P-02						
P-03						
P-04						
P-05						
P-06						
P-07						
P-08						
P-09						
P-10						

STAGE — IN PROGRESS						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
I-01						
I-02						
I-03						
I-04						
I-05						
I-06						
I-07						
I-08						

STAGE — COMPLETED						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
C-01						

C-02						
C-03						
C-04						
C-05						
C-06						

STAGE — APPROVED						
Ref	**Non-Compliance / Gap Description**	**Category**	**Responsible Party**	**Target Date**	**Status**	**Evidence / Notes**
A-01						
A-02						
A-03						
A-04						
A-05						
A-06						

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Cycle Sign-Off

To be completed once all action items in this cycle are Approved. Both the HSE Manager and the Regional Auditor must sign.

Dealer Principal Name	
Dealer Principal Signature	
Regional Auditor / ASM Name	
Auditor Signature	
Date of Review	
Next Review Date	

Cycle Notes

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