

Controlling Losses at Auto Dealers



Utica National's

**Franchised Auto Dealers
Insurance Program**

The Utica National program for Auto Dealers gives you more than excellent insurance coverage. We also work to help increase your overall safety — and prevent both property and casualty losses. If you have specific questions or need additional information, please contact your local Loss Control Specialists at the Utica National Insurance Group.

*Those items checked NO are a signal to make changes or corrections which can help prevent losses.

PROPERTY

- | | Yes | No* |
|---|--------------------------|--------------------------|
| • Are major areas, such as shop, showroom, and spray painting area (if applicable) isolated by fire walls from the remainder of the building? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are fire doors, if present, fully operational? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there a contract service for waste oil pick up? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If dealer is a recycling center for car batteries, are they safely handled? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are safety-type parts cleaners, with self-closing dip-tanks on fusible links, used for parts cleaning? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are undercoating/rust proofing operations conducted in an area with good ventilation? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is fuel drained from gas tanks kept in approved safety cans? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are gasoline pumps at least 50 feet from the building and protected from accidental damage by vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are approved safety cans with self-closing lids provided for oily, solvent, and/or paint-soaked wiping rags? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is smoking prohibited in the garage/shop area? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are electric extension cords and lights of the proper type and in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are trash containers covered with metal lids and emptied frequently? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are outside trash dumpsters safely located away from the building? | <input type="checkbox"/> | <input type="checkbox"/> |

SECURITY

- | | Yes | No* |
|--|--------------------------|--------------------------|
| • Is night lighting, both inside and out, satisfactory (this includes building exterior and lot)? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are building entry points well illuminated? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are exterior doors secured by double cylinder locks? | <input type="checkbox"/> | <input type="checkbox"/> |
| • If the door has glass that can be broken, do the locks require a key inside and out? (Such arrangements must be approved by fire department authorities for life safety purposes.) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are exterior doors alarmed and/or equipped with panic hardware? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are overhead doors properly secured with bolts or padlocks inserted through the track rails to prevent unauthorized/after-hour use? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are pre-placement background checks made of employees that handle cash? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are the security measures and alarm system adequate based on stock value and address prior loss experience? | <input type="checkbox"/> | <input type="checkbox"/> |

WORKERS COMPENSA- TION

-
- | | | |
|---|--------------------------|--------------------------|
| • Are safe lifting techniques emphasized for all employees? Are mechanical aids used for material handling when possible? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are slip/fall hazards controlled? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are hand and portable power tools inspected regularly? If repairs are necessary, are they removed from service until completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has a hazard assessment been performed to determine the required personal protective equipment for eyes, face, hands, feet, etc.? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is ventilation provided for vehicle exhaust while engines are running inside the buildings? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are vehicle hoists maintained and equipped with guards to prevent vehicle from shifting or falling? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there a formalized safety program in place and supported by all employees? | <input type="checkbox"/> | <input type="checkbox"/> |

**WORKERS
COMPENSA-
TION**
(continued)

Yes No*

- Is there an effective safety committee in operation and do they perform regular safety inspections of the workplace?
- Is there an accident investigation procedure with follow-up recommendations implemented?
- Is a written hazard communication program in place and include training and review of MSDSs?



**GENERAL
LIABILITY**

- Are the general condition of interior and exterior walking surfaces, including showroom floors, driveways, lots, repair shop, and customer wait-ing areas in good condition?
- Are non-skid surfaces or non-slip floor finishes used on steps and in high traffic areas? Are there procedures in place to control wet/slippery floor conditions in high traffic areas during inclement weather conditions?
- Is ice and snow removal conducted adequately during winter months?
- Is there a policy of having sales representatives or repair personnel accompany customers while they inspect vehicles or take demonstration rides?



**AUTO
PAINTING
OPERA-
TIONS**

- Are low flash-point, flammable thinners, reducers, or solvents (lower than 100 degree F.) used in paint mixing and/or clean-up safely handled and stored?
- Are Underwriters Laboratories (U.L.) or Fac-tory Mutual (F.M.) listed metal cabinets used for amounts up to 60 gallons? Are 55-gallon drums of flammable liquid properly grounded? If drums are arranged horizontally for gravity dispensing, are they equipped with approved self-closing faucets?
- Are thinners, reducers, solvents (but not paints), and other flammable liquids kept in approved safety cans?

**AUTO
PAINTING
OPERATIONS**
(continued)

Yes No*

- Is any painting of a surface area larger than 8 square feet (the size of a door or fender) done in an approved area?
- Are NO SMOKING signs posted wherever flammable liquids or mixtures containing them are sprayed or stored?
- Are spray areas at least 20 feet away from potential sources of ignition, including flames, sparks, non-explosion-proof lights, motors, and switches?
- Is the equipment outside the immediate spray area, but within 20 feet horizontally and 10 feet vertically, rated for Class I and II, Division 2?
- Are these areas kept clean and free of combustible materials and residues?
- Is mechanical ventilation provided and used to remove vapors during spraying operations?

**GARAGE
KEEPERS
LIABILITY**

- Are key control procedures in place and enforced for all vehicles, including lot inventory, customer drop-off, and finished/repared customer vehicles?
- Is there adequate space, aisles, and driveway for maneuvering in shop area?
- Are procedures and signs in place restricting/prohibiting customers in the shop?

**PRODUCTS
LIABILITY**

- Are training programs provided for mechanics and shop supervisory personnel to maintain their level of experience?
- Is there a program of road testing and final inspection after repair of vehicles?

AUTO

- Are MVRs obtained for all employees operating customer or dealer vehicles?
- Is the experience and ages of all drivers with access to vehicles owned by, or in the care, custody, and control of the dealer, carefully evaluated?

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