



Ivy Lane EHS Audit

Incomplete

Score	0 / 67 (0%)	Flagged items	0	Actions	0
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Store Number and Name:

Date conducted:

Audited by:

Service Center Manager:

General Appearance

0 / 8 (0%)

All pit lights operational with covers, shields, or LED bulbs in use?

All bay door hinges and windows in place, and operators work?

All bay door manual releases serviceable with pull ropes attached?

Floors clean and free of dirt and oil?

All drum tops cleaned?

Is the dumpster area clean, free of oil? Are discarded plastic bottles/containers have caps/lids replaced?

Are there "Pit Opening Signs" in proper location? (In between all bays outside in view)

Pit covers / nets / cables /tight, working, and in good condition?

"Safety lines" and "guide in" boxes and 4 inch blue line painted and in good repair?

Proper Guide in being performed?

Pit cat walks are free of trip hazards?

Hood Props available (one per bay) ?

Proper zooms being performed? (no one in front or back of car, both feet in vehicle)

Burn sleeves available (2 per store)?

Proper PPE gloves available? (2 yellow sets per store)

Glasses and bump caps in stock and in in use?

Are all team members safety shoes in compliance (tread, condition, laces)?

First aid kit stocked and mounted?

Eye wash available? Expiration date not exceeded? (One topside and one bottomside)

Store safe is in working order and bolted down? Keys are available or combination updated?

Change batteries in safe every AM Audit month - To prevent safe issues

Breaker panel has clearance and not obstructed?
"Clearance" label in place?

All breakers are properly labeled? No open/uncovered slots?

Exit/emergency lights working, press test button for emergency lights, (upper and lower, if applicable)? Care binder form updated?

Fire extinguishers inspected and sign off monthly by SCM?

Pin in place? Lock out tag? Gauge in green?

Locator signs in place above all fire extinguishers?

All exit doors have proper clearance and are not obstructed?

No extension cords for permanent fixtures?

All electrical outlets and switches covered properly? No cracked or damaged outlets or switches? No open electrical wires?

At least one "wet floor" sign available?

Oil water separator is clean and working, log updated, place card in place, date last clean and inspected?

Groundwater Sump pump inspected and working, covered/containment ring in place, please card place?

Bulk storage tanks free up oil leaks, caps in place for unused ports, tanks labeled, ROTH tank indicators checked, inspection form updated?

Waste oil tank has "used oil only" and "no smoking sparks or flames" label attached to tank and daily log updated?

DIYer used oil, antifreeze and filter log updated in Care Binder?

Are the oil lines free of leaks?

Are the used oil, used antifreeze, and used filters manifests on hand and filed in Care Binder?

Spill kit available topside? Label in place?

Used oil filters are being disposed of properly? Containers clearly marked?

Batteries stored and disposed of in a proper manner, new and used in separate areas ventilated.

Check condition of dumpster-are they in good condition and are the lids closed?

Empty drums have been picked up? Drums not picked up have the bungs in place and are on their sides?

All lube equipment and machines are in good working condition, wiring, hoses, connectors, regulators, pressures?

Only authorized cleaning supplies on hand? Hillyard product containers being utilized correctly?

55 gallon drum's (new product) are undamaged and properly labeled?

Fluid Absorbents (Chem Dry) are being used properly and disposed of properly?

All secondary containers are marked to include drain bins, buckets, spray bottles, and oil jugs?

OSHA Log posted or filed? Previous 7 years in file?

Is injury reporting packet available and correct?

Do all team members know where injury packet is and how to use?

**Emergency phone numbers:
electric/gas/phone/water/internet**

Previous store EHS audit posted and filed (past four store audits filed/paper or electronically)?

Do all team members have a VIOC training book?

Do all team members know how to find VIOC and Ivy Lane SDS sheets?

Are all current team members completed with VIOC HAZ COM training?

Are all current team members completed SDS and HAZ COM quizzes in the red Care Binder?

Do all team members know how to find OSHA log?

Current SPCC is available and the team knows where it is located?

All in one HR posters up and current?

Store has all permits and business/franchise licenses posted? Current?

Phone lists posted in employee view only?

Store door locks keyed to a master and replaced accordingly?

Store camera system operating and all areas of store are covered? Cameras and DVR functioning?

Follow Up

List Action items here
