Carwash Indoctrination Checklist

Rev. July 2021

Employee Name: _____ Date of Hire: _____

Safety Procedures:	INITIAL	DATE
1. Review Safety Policy Statement	_____	_____
2. Review Health and Safety Plan	_____	_____
3. Explain purpose or Occupational Safety and Health Administration (OSHA)	_____	_____
4. Explain purpose and process of OSHA Inspections	_____	_____
5. HAZCOM Program shown, explained and demonstrated (on site & on website)	_____	_____
6. First Aid Station personally shown to employee	_____	_____
7. Identify location and demonstrate use of Fire Extinguishers	_____	_____
8. Identify Personal Protective Equipment demonstrate, purpose and proper use	_____	_____
9. Explain Lifting procedure and demonstrate	_____	_____
10. Explain Accident Report & protocol	_____	_____
11. Explain No Smoking Policy	_____	_____
12. Explain facility cleanliness policy and why	_____	_____
13. Explain "Back up Device" & shown to employee how & when to use	_____	_____
13. Tour facility, explain purpose, use and significance of each area:	_____	_____
• Equipment control room	_____	_____
• Electrical distribution room	_____	_____
• Flight Deck	_____	_____
• Loading area/trash dumpster	_____	_____
• Vaccum cleaner lanes	_____	_____
• Drain boxes & dry well	_____	_____
• Explain underground clarifier tanks	_____	_____
• Explain/Demonstrate use of High pressure pump	_____	_____
• Explain Hydra flex chemical mixing system	_____	_____
• Explain Wash tunnel equipment	_____	_____

General:

1. Setup, explain and demonstrate clock-in/clock-out procedure _____ _____
2. Introduce employee to co-workers _____ _____
3. Provide password to company website and provide familiarization tour of entire site _____ _____
4. Reiterate the dress code uniform and grooming standards _____ _____
5. Reiterate company culture and Customer Convenience Policy _____ _____
6. Assign employee to schedule and explain importance of teamwork and punctuality _____ _____

Completed:

_____

Employee Signature Date

_____

Supervisor/ Manager Signature Date

_____

Sr. Manager/ Dir. Of Operations Signature Date