

Texas Auto Services Compliance Checklist

A free quick-reference for Texas repair, detail, quick-lube & tire shops | Current as of May 2026

Auto shops carry pay-structure complexity on the HR side and serious chemical, lift, and CO hazards on the safety side. Use this checklist to spot gaps before the TWC or OSHA does. This is a general guide, not legal advice.

HR & EMPLOYMENT

- Flat-rate, commission, and hourly pay structures documented and FLSA-compliant; overtime calculated correctly for non-exempt techs**
- Tool-ownership / tool-reimbursement policy in writing; working-interview time is paid
- Handbook with at-will, anti-harassment, and attendance policies; offer letters with no prohibited questions; I-9 within 3 days
- Required posters displayed; final pay within 6 calendar days of involuntary separation (Texas Payday Law)

SAFETY & OSHA (the other half)

- Written Safety Plan on file — no small-business exemption (29 CFR 1910 + General Duty Clause)**
- Vehicle-lift inspection and lockout/tagout (LOTO) procedure before servicing (29 CFR 1910.147)
- HazCom program + SDS binder for brake fluid, coolant, battery acid, solvents, and refrigerants (29 CFR 1910.1200)
- Carbon-monoxide detector placement and ventilation for running vehicles in enclosed bays (29 CFR 1910.1000)
- Pre-2001 vehicles: asbestos brake service uses low-pressure wet method, never compressed air (29 CFR 1910.1001)

CERTIFICATIONS & REPORTING

- EPA Section 608 certification on file for any technician servicing vehicle A/C / refrigerant systems (Clean Air Act)
- PPE provided and used (eye protection, gloves); DWC Form-001 injury reporting within 8 days

Can't check every box? That's where we come in.

ReadyDocs builds both halves — HR documents AND OSHA safety programs — custom for Texas auto shops, kept current as the law changes.
Total Compliance: \$149/mo. Start at readydocs.ai.