

SAFETY QUALITY FOCUS

NOVEMBER
2023

LET'S GET YOU TAKEN CARE OF[®]

DISTRIBUTION CENTERS

This year, we will be working with you to encourage safety participation from everyone at your location.

ACTION ITEMS

- 1 Complete the DTU training
- 2 Review and share the safety topic with your people
- 3 Leave feedback



INSTRUCTIONS

In the following pages, you will see an AOR icon that corresponds to the section for that AOR. We have set aside actions for the different AORs to complete in this communication.

- 1 Print out this Focus, review the information, and **complete the action items**.
- 2 Each section has action items to help you and your team complete this Safety Focus. **Review each section carefully.**
- 3 Each Safety Leader will need to **complete the DTU training module** for the month. You will be required to complete a course test following the training module.
- 4 Once all the action items are completed, **have a group discussion** about your findings and answer your feedback questions as a team.

FEEDBACK ON THIS MONTH'S TOPIC

All feedback must be submitted through the Safety Feedback Portal.

Safety Leader: You will find the feedback questions at the end of this Safety Focus.

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LEAD SAFETY WITH CLEAR EXPECTATIONS

Let's walk through an **example** of what it looks like to model teach and coach the your Senior Assistant Manager to complete the monthly action items.

START
HERE



**PRINT OUT THE NOVEMBER 2023
SAFETY AND QUALITY FOCUSED**



MODEL



GO FIRST!

- ➔ MEET 1 ON 1 WITH YOUR SR. ASSISTANT MANAGER
- ➔ HAVE THEM SHADOW YOU AS **YOU MODEL** WHAT IT LOOKS LIKE TO COMPLETE THE OSHA COMPLIANCE INSPECTION
- ➔ SET A CLEAR EXPECTATION

TEACH



EXPLAIN THE WHY'S

- ➔ PASS THE INSPECTION TO YOUR SR. ASSISTANT MANAGER
- ➔ REVIEW EACH INSPECTION ITEM AND EXPLAIN WHY WE INSPECT AND HOW TO INSPECT
- ➔ ASK QUESTIONS TO CONFIRM YOUR SR. ASSISTANT MANAGER KNOWS WHAT TO DO

COACH



DELEGATE & FOLLOW-UP

- ➔ OBSERVE YOUR SR. ASSISTANT MANAGER AS THEY WORK THROUGH THE INSPECTION
- ➔ STOP AND CORRECT AS NEEDED. USE POSITIVE LANGUAGE
- ➔ SET THE EXPECTATION FOR WHEN YOU WANT IT COMPLETED

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DTU: Electrical Safety 2.0

This course focuses on specific electrical hazards found in the workplace and methods to minimize or eliminate those hazards. Topics covered include recalling basic rules of electricity as they relate to electrical safety, identify actions to take in an electricity-related emergency, recognize common electrical hazards, and describe methods to reduce or eliminate electrical hazards.

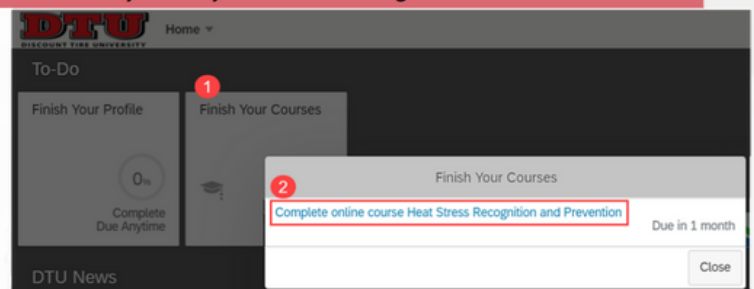


ACCESS TO THE TRAINING MODULES

This month, you will be accessing the course through DTU. Managers and Senior Assistant Managers will both access the course assignments (safety course and acknowledgements) from the **DTU learning system To-Do List**.

Below, you will see an example of how this assignment will look:

1. Log into the DTU learning system using your employee ID and Okta/Windows login. On the homepage, click Finish Your Courses.
2. Click the name of the safety course you have been assigned.



Call to action: Complete the **DTU: Electrical Safety 2.0** training module and share what you learned with your people.

Contact dtu_learning@discounttire.com for troubleshooting.

FEEDBACK ON THIS MONTH'S TOPIC

1. What did you learn from the training module **DTU: Electrical Safety 2.0**?
2. How will you make sure your people understand the material in its entirety?