

SAFETY FOCUS

AUGUST 2021



LET'S GET YOU TAKEN CARE OF®

FACILITIES

This year, we will be working with you to encourage safety participation from everyone at your location. To do this, you will have your own Facilities safety specific topics.

ACTION ITEMS

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



HAND
a n d
POWER
T O O L
S A F E T Y

INSTRUCTIONS

In the next pages, you will see DTU Extended Learning training modules as well as a safety topic for the month. ➤



We have included these safety topics as they pertain to you and your people.

- 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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HAND AND POWER TOOL SAFETY DTU EXTENDED LEARNING

In this course, you'll learn about the general basic safety rules when using tools. You'll also learn how to identify hazards and safety controls associated with hand tools. Then you'll be introduced to general safety guidelines as well as specific precautions for using power tools.

Follow the instructions below to log in and complete your DTU Extended Learning training module.

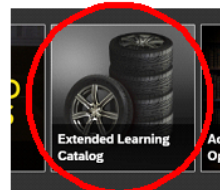


Log in to the DTU Extended Learning Catalog:

- Log in to DTU on the Knowledge Center
- Locate the Extended Learning Catalog



For **first time logging in to the Extended Learning Catalog**, follow the instructions by [clicking here](#)



- Click on View Compliance and select your training module

If you have any questions during the login process, please contact
dtu_learning@discounttire.com



Complete the Training Module:

- Complete the **Hand and Power Tool Safety** training module.
- After completing the training module, you will be required to **complete a course test**
- **Share the information** with your people



DTU Acknowledgement:

- After reviewing the monthly training module with your people, have them log into their DTU and complete the **Hand and Power Tool Safety** acknowledgement.



Web-based Training



Hand and Power Tool Safety

Due: Sep 04, 2021

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HANDLING TOOLS PROPERLY TO AVOID INJURIES

Tools are a necessary requirement on most job sites, indoors and outdoors. When we misuse hand tools, the possibility of injury to ourselves or people working around us increases considerably. Furthermore, using a tool incorrectly can damage the tool or even cause the tool to fail. Workers should be sure that they take good care of their hand tools to avoid common injuries such as severe cuts, scrapes, punctures, electrical shock, carpal tunnel syndrome, bruises or broken bones.

Below are some guidelines for hand tool safety.

Follow General Safety and Maintenance Practices:

- Ensure your people know how to correctly use each tool, and how to identify when tools need repair
- Select the right tool for the job
- Keep tools in good condition at all times
- Inspect tools for defects before use. Replace or repair defective tools
- Replace cracked, splintered, or broken handles on files, hammers, screwdrivers, or sledges
- Replace worn jaws on wrenches, pipe tools and pliers
- Redress burred or mushroomed heads of striking tools
- Point sharp tools (e.g., saws, chisels, knives) away from aisles/walkways.
- Maintain tools carefully. Keep them clean, dry, and store them properly after each use
- Wear safety glasses or goggles, or a faceshield (with safety glasses or goggles) and well-fitting gloves appropriate for the hazards to which you may be exposed when doing various tasks



Use the right tool for the job:

- Tool is designed for the task
- Fits your hand size
- Keeps your wrist straight
- Fits in the workspace available
- Can be used in a comfortable work position
- Requires a minimum of force to use



Share With Your People:

- Read through the **Handling Tools Properly to Avoid Injuries**.
- **Share the information** you read with your people.



Read through the WeeklySafety.com Blog for more information at
<https://weeklysafety.com/blog/hand-tools>

NEVER USE BROKEN OR DAMAGED TOOLS



FEEDBACK ON THIS MONTH'S TOPIC

1. Did you find the information in the training module beneficial? How will you apply what you learned in the Hand and Power Tool Safety training module?
2. How will you and your team plan to keep all hand and power tools in good working conditions?