

# SAFETY QUALITY FOCUS

DECEMBER 2021



LET'S GET YOU TAKEN CARE OF®

## STORES

Working safely requires a commitment from every member of your team to hold themselves and each other accountable to execute our Best Practices every time, without exception. To make this easier, we've split up the monthly Safety Action items by AOR to ensure your store leadership is directly involved in creating a safe work environment.

If your location does not have one of these AORs, please choose a substitute.

Instructions on working through the AORs to complete this Safety Quality Focus are listed below.



## 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, delegate, and **manage to completion**.
- 2** Each section has action items to help you and your team completed this Safety Focus. **Review each section carefully.**
- 3** Each AOR will need to complete action items for their sections. Responses will need to be **entered into the survey link at the end of this document.**
- 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:** Show your people where to go and how to leave safety feedback.

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

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# MANAGER



## SAFETY & QUALITY FOCUSED

# SAFETY & QUALITY FOCUSED | December 2021

You have 3 action items, follow the instructions below to complete.

- 1 Remind all your people to watch the SQF video and take the short assessment. This video is for EVERYONE from Service Tech to Store Manager.

## Year End Recap

(Best Practices, Safety and  
Injury Awareness)



Safety & Quality  
Focused



Scan to enter the voluntary  
contest for a chance to win!

- 2 Remind all managers to watch the MF video and take the short assessment. This video is for MANAGERS ONLY (Assistants, Seniors, and Store Managers).

## Year End Recap

(Tips from Store Managers)



Manager Focused



Scan to enter the voluntary  
contest for a chance to win!

- 3 Hang up all December materials as soon as they arrive. If you are missing your materials or need new plastic poster frames, scan this green QR code to order replacement materials.

Poster & Frame  
Order Form



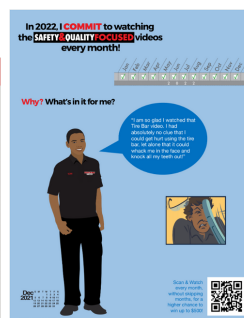
Large poster



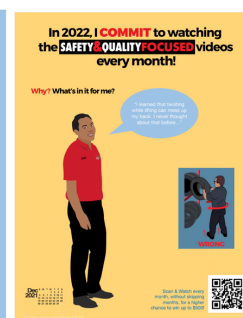
Managers Mini Poster



Service Area Mini  
Poster



Service Area Mini  
Poster



Service Area Mini  
Poster



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# STORE INSPECTION 2021 MARKETING SECTIONS

## Complete your portion of the Store Inspection Checklist

- 1 Your Senior Assistant Manager should have your sections of the Store Inspection Checklist for you.
- 2 Complete your sections by marking Safe or At Risk for each item on the checklist.
- 3 Any "At Risk" items will need to be corrected. To order items or place a work order, reference the Instructions page on the Store Inspection Checklist.
- 4 Once completed, submit to your Senior Assistant Manager.

### SAFETY INSTRUCTIONS

When going through the store inspection, you may find icons that refer you to where you can go to order product or items and/or a link to reference.

Reference back to this page for icons and login instructions.

<b>Safety Icon:</b> Go to the Safety Page to reference Safety Library Tools and Order Safety Materials link.	<b>Store or Warehouse login will be:</b> Username: (no spaces) ex. <a href="#">azp01</a> or <a href="#">azp00</a> Password: <a href="#">safety</a>
The "Order Safety Materials" link will direct you to Dokshop	
<b>Visual Management:</b> Go to the Safety & Quality Focused page on the KC and click on the Visual Management Order Form	
<b>DTPrints Icon:</b> Go to the Store Operations tab on the KC, click on DTPrints	<b>Store login will be:</b> Username: (your store no spaces) ex. <a href="#">azp01</a> Password: <a href="#">Discount1</a>
<b>Grainger Icon:</b> Go to the Grainger page to order products/materials (if needed)	<b>Store login will be:</b> Username: (your store no spaces) ex. <a href="#">azp01</a> Password: <a href="#">discount1</a>
<b>Coats Icon:</b> Go to the Coats service network to request service for tire changers	<b>Store login will be:</b> Username: (store mgr email prefix) ex. <a href="#">azp_01mgr</a> Password: set by manager
<b>Hunter Icon:</b> Go to the Hunter service page to request service on Hunter equipment	<b>Store login will be:</b> Username: <a href="#">discount1</a> Password: <a href="#">Discount1</a>
<b>EZGarage Icon:</b> Go to the EZGarage page to order products/materials	<b>Store login will be:</b> Username: (your store no spaces) ex. <a href="#">azp01</a> Password: site # +00 ex. <a href="#">123400</a>
<b>Productive Supply Icon:</b> Go to the Productive Supply page on the KC to order products/materials (if needed)	
<b>Contact Icon:</b> This icon will represent the contact for the respective department who can provide assistance	
<b>Maintenance Work Order Request:</b> Go to the Orders page on the KC and click on Building & Maintenance -Maintenance Request	
<b>Link Icon:</b> This icon represents the link to the reference that has been provided.	

### MARKETING AOR

MARKETING LIST

Item	Safe	At Risk	Not
<b>SHOWROOM</b>			
All check areas are clearly identified Parking lot is clear of wheel weights, logs, and debris Parking lot flow is clearly identified (i.e. painted arrows and/or signs) Curb is clearly marked and painted Store hours of operation are displayed on the door(s) Windows, front windows, and curbs are clean and free of obstructions Dumpster area is clean (i.e. no boxes, trash, etc.) Dumpster lid is kept closed when not in use Dumpster enclosure doors are in good condition			
<b>COVID-19 SIGNAGE</b>			
Clean, Cover, & Contact Signs are posted at each entrance visible to customers and employees Hand & Mask Signs are posted at each entrance visible to customers/employees Social Distancing Floor Decals are posted at 6 ft intervals from the product Customer Water Signs are posted on the water cooler/fridge door Self Health Assessment Station are hanging up in the following locations: (1) Entrance, (2) Office, (3) Front counter, (4) Behind the counter Social Distancing Queue Station are hanging up at the following locations: (1) Entrance, (2) Office, (3) Front counter, (4) Behind the counter The contact person of the Emergency Action Code			

Store Inspection Checklist can be found in the Safety Tools Library on the Safety Page

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# WORKFLOW



**SAFETY & QUALITY  
FOCUSED**

## STORE INSPECTION 2021 WORKFLOW SECTIONS

### Complete your portion of the Store Inspection Checklist

- 1** Your Senior Assistant Manager should have your sections of the Store Inspection Checklist for you.
- 2** Complete your sections by marking Safe or At Risk for each item on the checklist.
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- 4** Once completed, submit to your Senior Assistant Manager.

**SAFETY**

**INSTRUCTIONS**

When going through the store inspection, you may find icons that refer you to where you can go to order product or items and/or a link to reference.

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The "Order Safety Materials" link will direct you to Dokshop	
<b>Visual Management:</b> Go to the Safety & Quality Focused page on the KC and click on the Visual Management Order Form	
<b>DTPrints Icon:</b> Go to the Store Operations tab on the KC, click on DTPrints	<b>Store login will be:</b> Username: (your store no spaces) ex. <a href="#">azp01</a> Password: <a href="#">Discount!</a>
<b>Granger Icon:</b> Go to the Granger page to order products/materials (if needed)	<b>Store login will be:</b> Username: (your store no spaces) ex. <a href="#">azp01</a> Password: <a href="#">discount!</a>
<b>Coats Icon:</b> Go to the Coats service network to request service for tire changers	<b>Store login will be:</b> Username: (store mgr email prefix) ex. <a href="#">azp_01mgr</a> Password: set by manager
<b>Hunter Icon:</b> Go to the Hunter service page to request service on Hunter equipment	<b>Store login will be:</b> Username: <a href="#">discount!</a> Password: <a href="#">Discount!</a>
<b>EZGarage Icon:</b> Go to the EZGarage page to order products/materials	<b>Store login will be:</b> Username: (your store no spaces) ex. <a href="#">azp01</a> Password: site # +00 ex. <a href="#">123400</a>
<b>Productive Supply Icon:</b> Go to the Productive Supply page on the KC to order products/materials (if needed)	
<b>Contact Icon:</b> This icon will represent the contact for the respective department who can provide assistance	
<b>Maintenance Work Order Request:</b> Go to the Orders page on the KC and click on Building & Maintenance -Maintenance Request	
<b>Link Icon:</b> This icon represents the link to the reference that has been provided.	

**WORKFLOW AOR**

Item	At Risk	Safe
<b>BALANCERS</b>		
Balance 10 is attached and functional <a href="#">Go to: <a href="#">Safety Tools Library</a></a> Balance 10 is clear of debris, under and around (A wheel weights, valve caps, flats) <a href="#">Go to: <a href="#">Safety Tools Library</a></a> Proper tire being used (if different) (see your shop notes) <a href="#">Go to: <a href="#">Safety Tools Library</a></a> Proper weight placed on in good condition (order from Hunter/Granger) 100% wheel weight torque is present (see your notes) (order from Hunter/Granger) Fast check tire hammer is in good condition (order from Hunter/Granger) If equipped, heat gun must be the approved (order from Hunter/Granger) If equipped, heat gun must be the approved (order from Hunter/Granger)		
<b>CAKE AND INFLATOR</b>		
Inflation cage is attached to the floor (order from Hunter/Granger) Inflation cage is in good condition (order from Hunter/Granger) Inflation cage is in good condition (order from Hunter/Granger) Inflation cage is in good condition (order from Hunter/Granger) Inflation cage is in good condition (order from Hunter/Granger)		
<b>COMPRESSORS</b>		
All hoses have a GFC attached and (order from Hunter/Granger) Hose ends are secured with a cap (order from Hunter/Granger) Area around compressor is clear of (order from Hunter/Granger)		

Store Inspection Checklist can be found in the Safety Tools Library on the Safety Page

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SIMPLIFY | SET IN ORDER | SHINE | STANDARDIZE | SUSTAIN



# STORE INSPECTION 2021 5S SECTIONS

## Complete your portion of the Store Inspection Checklist

- 1 Your Senior Assistant Manager should have your sections of the Store Inspection Checklist for you.
- 2 Complete your sections by marking Safe or At Risk for each item on the checklist.
- 3 Any "At Risk" items will need to be corrected. To order items or place a work order, reference the Instructions page on the Store Inspection Checklist.
- 4 Once completed, submit to your Senior Assistant Manager.

### INSTRUCTIONS

When going through the store inspection, you may find icons that refer you to where you can go to order product or items and/or a link to reference.

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<p>The "Order Safety Materials" link will direct you to Dokshop</p>	
<p><b>Visual Management:</b> Go to the Safety &amp; Quality Focused page on the KC and click on the Visual Management Order Form</p>	
<p><b>DTPrints Icon:</b> Go to the Store Operations tab on the KC, click on DTPrints</p>	<p>Store login will be: Username: (your store no spaces) ex. <b>azp01</b> Password: <b>Discount1</b></p>
<p><b>Grainger Icon:</b> Go to the Grainger page to order products/materials (if needed)</p>	<p>Store login will be: Username: (your store no spaces) ex. <b>azp01</b> Password: <b>discount1</b></p>
<p><b>Coats Icon:</b> Go to the Coats service network to request service for tire changers</p>	<p>Store login will be: Username: (store mgr email prefix) ex. <b>azp_01mgr</b> Password: set by manager</p>
<p><b>Hunter Icon:</b> Go to the Hunter service page to request service on Hunter equipment</p>	<p>Store login will be: Username: <b>discountfire</b> Password: <b>Discount1</b></p>
<p><b>EZGarage Icon:</b> Go to the EZGarage page to order products/materials</p>	<p>Store login will be: Username: (your store no spaces) ex. <b>azp01</b> Password: site # +00 ex. <b>123400</b></p>
<p><b>Productive Supply Icon:</b> Go to the Productive Supply page on the KC to order products/materials (if needed)</p>	
<p><b>Contact Icon:</b> This icon will represent the contact for the respective department who can provide assistance</p>	
<p><b>Maintenance Work Order Request:</b> Go to the Orders page on the KC and click on Building &amp; Maintenance -Maintenance Request</p>	
<p><b>Link Icon:</b> This icon represents the link to the reference that has been provided.</p>	

### 5S AOR

Fire Extinguishers

Fire Extinguishers 1-5

Inspection tag is attached	Inspection date is within 1 year	Pressure gauge is in the green	Fire extinguisher is not blocked or obstructed	Fire extinguisher is easily accessible and visible	Fire extinguisher has a fire extinguisher sign above it	Back of tag initialed and dated for the current month

Fire Extinguishers 6-10

Inspection tag is attached	Inspection date is within 1 year	Pressure gauge is in the green	Fire extinguisher is not blocked or obstructed	Fire extinguisher is easily accessible and visible	Fire extinguisher has a fire extinguisher sign above it	Back of tag initialed and dated for the current month

Fire Extinguishers 11-15

Inspection tag is attached	Inspection date is within 1 year	Pressure gauge is in the green	Fire extinguisher is not blocked or obstructed	Fire extinguisher is easily accessible and visible	Fire extinguisher has a fire extinguisher sign above it	Back of tag initialed and dated for the current month

Scrap Tire Room/Count

Scrap tires are not stored outside	Scrap tires are not stored outside	Scrap tires are not stored outside	Scrap tires are not stored outside	Scrap tires are not stored outside

Store Inspection Checklist can be found in the Safety Tools Library on the Safety Page

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SENIOR



SAFETY & QUALITY  
FOCUSED

## STORE INSPECTION 2021 SENIOR SECTIONS

### Prior to Beginning Your Store Inspection

- ☒ Print out the **Store Inspection Checklist**
- ☒ Review the **Instructions** pages with your AORs
- ☒ Give each AOR their sections of the **Store Inspection Checklist** to complete



[Click Here](#)

## Complete your portion of the Store Inspection Checklist

- 1** Complete your sections by marking Safe or At Risk for each item on the checklist.
- 2** Any "At Risk" items will need to be corrected. To order items or place a work order, reference the Instructions page on the Store Inspection Checklist.
- 3** Once you and all of your AORs have completed their sections for the Store Inspection, submit your responses via the survey link below.



## STORE INSPECTION SURVEY

### FEEDBACK ON THIS MONTH'S TOPIC

1. How do you think you could use this inspection checklist throughout the year to ensure safety compliance?
2. Come up with a sustainment plan to use throughout the year for inspecting safety/quality items.  
Tell us about your plan.