

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.

CONTINUE TO PAGE 2 ➤



MANAGER



**SAFETY & QUALITY
FOCUSED**

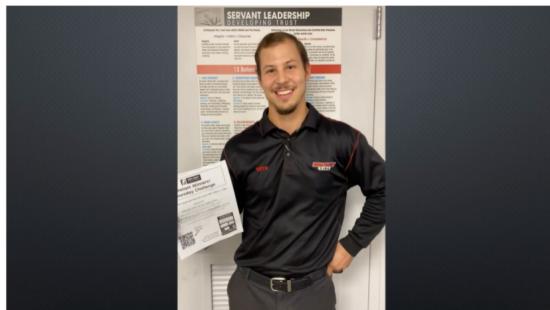
SAFETY & QUALITY FOCUSED | December 2021

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.

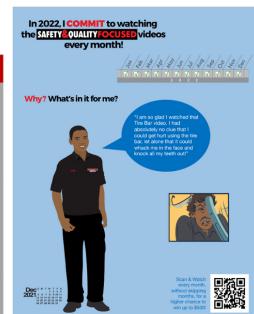
Large poster



Managers Mini Poster



Service Area Mini Poster



Service Area Mini Poster



Service Area Mini Poster



CONTINUE TO PAGE 3 >



MARKETING



**SAFETY & QUALITY
FOCUSED**

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.

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

MARKETING AOR

PARKING LOT		
	Safe	At Risk
All check area is clearly identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parking lot is clear of wheel weights, bags, and debris	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signs are clearly visible and legible (no faded or obscured signs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carts are clearly marked and parked	<input checked="" type="checkbox"/>	<input type="checkbox"/>
place a Maintenance Work Order Request	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SHOWROOM		
All showroom doors are unlocked	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All seats, ten and rolling bins are in a safe condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signs are clearly visible and legible (no faded or obscured signs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Source quantity are included at each order from Productive Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>
product the item back for an order from Dokshop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FIRST AID KIT		
First aid kit is hung on the wall in order from EZGarage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
First aid kit is fully stocked and in a safe condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
First aid kit inventory status is up to date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remove and Discard — RSD	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SERVICE AREA — CLO-AM		
Addressed bags are taken off the counter and are in good condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Globally Harmonized System (GHS) order from DTPrints	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Know how to locate the Safety Data Sheet (SDS) order from DTPrints	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remove and Discard — SMA-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quality focused posters are displayed order from DTPrints	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety Orientation Training is completed order from DTPrints	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SEATING AREA		
Signs are flat and do not pose any risk to customers and employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signs are clearly visible and legible (no faded or obscured signs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signs are in good condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signs are not flat and do not pose any risk to customers and employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signs are clearly visible and legible (no faded or obscured signs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signs are in good condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COVID-19 SIGNAGE		
Check, Clean, & Control Signs are posted at each entrance visible to customers and employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Face mask signs are posted at each entrance visible to customers/employees order from DTPrints order from Dokshop order from DTPrints	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Need a Mask Signs are posted at each entrance visible to customers/employees order from DTPrints order from Dokshop order from DTPrints	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COVID-19 Signs are posted at each entrance visible to customers/employees order from DTPrints order from Dokshop order from DTPrints	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Self Health Assessment Posters are hung up in the following locations: order from DTPrints order from Dokshop order from DTPrints	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Distancing Posters are hung up at 6' intervals from the podium order from DTPrints order from Dokshop order from DTPrints	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hand Sanitizer Dispensers are hung up in the following locations: (1) near the front door (2) on the two most heavily used (showroom pods) order from DTPrints order from Dokshop order from DTPrints	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

CONTINUE TO PAGE 4 >



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.
- 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.

	<h1>INSTRUCTIONS</h1>
<p>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.</p>	
<p>Reference back to this page for icons and login instructions.</p>	
<hr/>	
	<p>Safety Icon: Go to the Safety Page to reference Safety Library Tools and Order Safety Materials link.</p>
<p>The "Order Safety Materials" link will direct you to Dokshop</p>	
	<p>Visual Management: Go to the Safety & Quality Focused page on the KC and click on the Visual Management Order Form</p>
	<p>DTPrints Icon: Go to the Store Operations tab on the KC, click on DTPrints</p>
	<p>Grainger Icon: Go to the Grainger page to order products/materials (if needed)</p>
	<p>Coats Icon: Go to the Coats service network to request service for tire changers</p>
	<p>Hunter Icon: Go to the Hunter service page to request service on Hunter equipment</p>
	<p>EZGarage Icon: Go to the EZGarage page to order products/materials</p>
	<p>Productive Supply Icon: Go to the Productive Supply page on the KC to order products/materials (if needed)</p>
	<p>Contact Icon: This icon will represent the contact for the respective department who can provide assistance</p>
	<p>Maintenance Work Order Request: Go to the Orders page on the KC and click on Building & Maintenance -Maintenance Request</p>
	<p>Link Icon: This icon represents the link to the reference that has been provided.</p>

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

CONTINUE TO PAGE 5 >



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.

 Safety OUR PEOPLE, OUR CUSTOMERS, OUR CULTURE		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.		
<hr/>		
	Safety Icon: Go to the Safety Page to reference Safety Library Tools and Order Safety Materials Link.	Store or Warehouse login will be: Username: (no spaces) ex. azp01 or azpw00 Password: safety
The "Order Safety Materials" link will direct you to Dokshop		
	Visual Management: Go to the Safety & Quality Focused page on the KC and click on the Visual Management Order Form	
	DTPrints Icon: Go to the Store Operations tab on the KC, click on DTPrints	Store login will be: Username: (your store no spaces) ex. azp01 Password: Discount1
	Grainger Icon: Go to the Grainger page to order products/materials (if needed)	Store login will be: Username: (your store no spaces) ex. azp01 Password: discount1
	Coats Icon: Go to the Coats service network to request service for tire changers	Store login will be: Username: (store mgr email prefix) ex. azp_01mgr Password: set by manager
	Hunter Icon: Go to the Hunter service page to request service on Hunter equipment	Store login will be: Username: discountire Password: Discount1
	EZGarage Icon: Go to the EZGarage page to order products/materials	Store login will be: Username: (your store no spaces) ex. azp01 Password: site # +00 ex. 123400
	Productive Supply Icon: Go to the Productive Supply page on the KC to order products/materials (if needed)	
	Contact Icon: This icon will represent the contact for the respective department who can provide assistance	
	Maintenance Work Order Request: Go to the Orders page on the KC and click on Building & Maintenance -Maintenance Request	
	Link Icon: This icon represents the link to the reference that has been provided.	

 SS WHEELS Wheel bases are tagged and checked. Wheels are checked no more than 12 months. TRIM UPDATER BIRD TO Your last check: open - display  Safety & Quality Axles are organized and checked. Tires are only based checked on. All tires and tire covers are stored in. Check Seams are checked. Tires are not stacked above themselves. Stacks are in good condition with no. Nothing is secured over the top. SCRAP TURNOVER/COM Scrap is recommended to be sent monthly. Scrap is not stored outside.  Safety & Quality Contact an EC Scrap Vendor Contact/ contact vendor for assistance	 SS WHEELS Wheel bases are tagged and checked. Wheels are checked no more than 12 months. TRIM UPDATER BIRD TO Your last check: open - display  Safety & Quality Axles are organized and checked. Tires are only based checked on. All tires and tire covers are stored in. Check Seams are checked. Tires are not stacked above themselves. Stacks are in good condition with no. Nothing is secured over the top. SCRAP TURNOVER/COM Scrap is recommended to be sent monthly. Scrap is not stored outside.  Safety & Quality Contact an EC Scrap Vendor Contact/ contact vendor for assistance	 SS WHEELS Wheel bases are tagged and checked. Wheels are checked no more than 12 months. TRIM UPDATER BIRD TO Your last check: open - display  Safety & Quality Axles are organized and checked. Tires are only based checked on. All tires and tire covers are stored in. Check Seams are checked. Tires are not stacked above themselves. Stacks are in good condition with no. Nothing is secured over the top. SCRAP TURNOVER/COM Scrap is recommended to be sent monthly. Scrap is not stored outside.  Safety & Quality Contact an EC Scrap Vendor Contact/ contact vendor for assistance
--	--	--

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

CONTINUE TO PAGE 6 >



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.