

SAFETY FOCUS

FEBRUARY 2021



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 Distribution Center. To do this, you will have your own DC safety specific topics.

ACTION ITEMS

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



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 completed 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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LOCKOUT/TAGOUT DTU EXTENDED LEARNING

This course provides information about control of hazardous energy and work under the protection of a lockout/tagout energy control program. The intent of the course is to provide information on lockout/tagout practices and the significance of lockout/tagout devices. The content in this course is designed to comply with the intent of the applicable regulatory requirements.

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

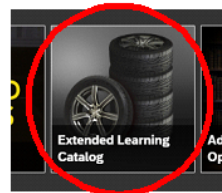


Log in to the DTU Extended Learning Catalog:

- 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 **Lockout Tagout 2.0** training module.
- After completing the training module, you will be required to **complete a course test**.



DTU Acknowledgement:

- After reviewing the monthly training module with your people, have them log into their DTU and complete the *Lockout Tagout Acknowledgement*.



Web-based Training



Lockout/Tagout 2.0

Due: Feb 27, 2021

Need Lockout/Tagout replacement items?

You can order your items via the following:

1. Red Box Container - contact Kory Connor at kory.connor@discounttire.com
2. Lockout/Tagout Procedures - order on [Dokshop](#)
3. Internal Devices - Order from Grainger (items listed below)

Grainger #	Item	Qty
2XU66	Lockout Padlocks	1
15Y513	Circuit Breaker Lockout	2
3VAF2	Plug/Air Combo Lockout	3
2VU39	Ball Valve Lockout	2
1TAC7	Lockout Tags (25)	1

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RACK SAFETY AND INVENTORY PLACEMENT

Steel racks are as critical to your warehouse operation as the employees that work within it. Unfortunately, these essential structures are often neglected after installation, creating potentially deadly occupational health and safety risks as well as costly property damage. Without comprehensive rack inspections and assessments, serious accidents from poorly maintained or damaged racks are likely to occur. Together, we can drastically improve safety in the warehouses by preemptively addressing these common but critical rack safety hazards.



Assess Your Workplace:

Physical damage to the rack.

Often this damage occurs from lift truck collisions. Always encourage employees to promptly report all minor impacts (rack bumps) or observable damage to a Manager or Senior.



Misaligned Racking. Stand at the end of each aisle and look for any evidence of racks that are out of place or experiencing any sign of strain. Walk down each aisle and keep an eye peeled for any signs of damage.

Inventory Placement. Product should be stored in a safe and orderly manner as to prevent a potential accident. Check that racks are not overloaded. Do not exceed 2" of tire overhang outside of a rack. Utilize rack uprights to help contain tires within the rack. When placing inventory in a rack, make sure it is an easy process. If it is difficult ask yourself, is there a better, safer way to store this product. This will reduce the chance of injury.

Protect Trafficked Areas. If the back or sides of a rack face areas where people may be walking or working be sure to have protective rack bands installed.



OSHA 300A SUMMARY

1. **Print** your OSHA 300A Summary: It will be sent on February 1st and will be sent again on Friday Feb5th to your location email with the subject line shown below.

COMMERCIAL: Report: DO NOT DELETE: Discount Tire Safety: Your Store's OSHA 300A Summary.

2. **Share** with your people and review the information
3. **Post** in a place visible to all employees

If you did not receive an email with your OSHA 300A:

- **check your "junk" email**
- **look for the subject line shown above**

If after looking, you still cannot find it, submit a request to the link below



[**OSHA300A Request Form**](#)



Share the Information with your People:

Prioritize and Take Action! Take a good look at the issues found. Identify high priority items and correct them first.

FEEDBACK ON THIS MONTH'S TOPIC

1. Did you find the information in the training module beneficial? How will you apply what you learned about lockout tagout?
2. What discussions did you and your people have about the rack safety and inventory placement? What changes do you and your people plan to do to decrease rack bumps and incidents relating to inventory placement?