

SAFETY FOCUS

FEBRUARY 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



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.

CONTINUE TO PAGE 2 ➤



EMERGENCY AND CRISIS MANAGEMENT DTU EXTENDED LEARNING

Emergency management and business continuity planning have been recognized as necessary to continued operational resiliency and success in both the public and private sectors. The NFPA 1600 standard is a description of the basic criteria for a comprehensive program that addresses disaster recovery, emergency management, and business continuity. These guidelines address stabilizing the restoration of the physical infrastructure, protecting the health and safety of personnel, and crisis communications procedures.

This course will provide you with an understanding of the basic criteria that addresses disaster recovery and emergency management, as well as continuous improvement of programs and plans, in accordance with the NFPA 1600 standard.

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

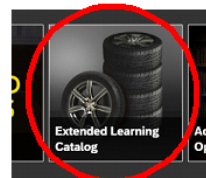


Log in to the DTU Extended Learning Catalog:

- 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 **Emergency and Crisis Management** training module.
- After completing the training module, you will be required to **complete a course test**.
- **Share the information** with your people.



STORE DAMAGE PROCEDURES

To ensure the correct process for handling store damage incidents, the Facilities team has put together a Store Damage Procedures guide that walks you through the steps in:

- Reporting the incident (who to contact and who to communicate the incident to)
- Assessing the damage (i.e. structural integrity and inspection)
- Security issues (who to contact and how to proceed)
- Repairs to building (repairs and documentation)
- Contact list



Print:

[Store Damage Procedures](#)



Share With Your People:

- Read through the **Store Damage Procedures**.
- **Share the information** you read with your people.



Report all building damage to claims via the
[Building Damage Incident Report](#)

OSHA 300A SUMMARY

Facilities will only have a 300A if they have a physical location and separate address that is outside of a warehouse or regional office.

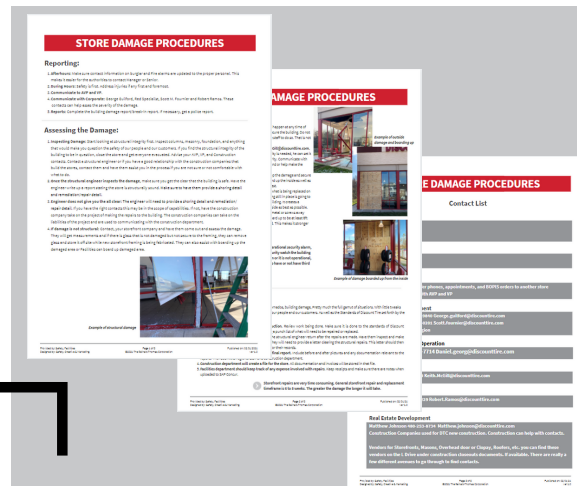
1. **Print** your OSHA 300A Summary: It will be sent on February 1st and will be sent again on Friday (February 5th) to your location email with the subject line shown below:

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

2. **Share** with your people and review the information
3. **Post** your OSHA 300A in a place that is visible to all employees

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 emergency and crisis management?
2. What sections did you find helpful in the Store Damage Procedures guide?



This document will be available via the link and will be stored on the Safety Page in the Safety Tools Library in References

CAN'T FIND YOUR OSHA 300A SUMMARY?

Before requesting another OSHA 300A log:

- 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](#)