

SAFETY QUALITY FOCUS

FEBRUARY 2021



LET'S GET YOU TAKEN CARE OF®

STORES

This year, we will continue to provide safety and quality topics and action items by AOR. Make sure you are delegating and involving each AOR with their assigned safety action item for the month.

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

Instructions on how to complete this Safety Quality Focus are listed below.



INSTRUCTIONS

In the next 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 ➤



MOVING VEHICLES OBSERVATION

Observations completed last month showed that 14% of the time, an employee was standing in front of a vehicle while it was being pulled in or out. We cannot say enough, how critically important it is that your people are following this critical to safety Best Practice. A mistake here can result in very serious injury or worse.

Read the “SAFE” and ‘AT RISK” notes on the observation sheet and use to coach your people.

- Remember to coach your people through the observation and praise your people when they perform safely.

Print:

[Observe and Coach Moving Vehicles](#)

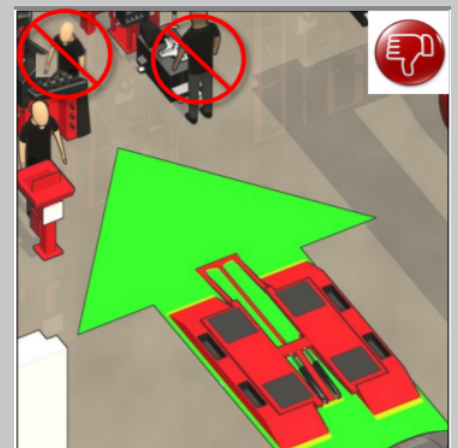
Observe and Coach:

- Complete a minimum of 10 observations (there are 10 on each sheet)
- Check the appropriate column for the action completed (**SAFE** or **AT RISK**)
- After each observation, share the results with the employee you observed.

- Remember to praise your people for executing safely and coach those that you observe at risk.



SAFE
OR
AT RISK



SAFETY OBSERVE AND COACH MOVING VEHICLES	
Vehicle comes to a complete stop before pulling in and honks twice. If present, employees are cleared from in front or behind the vehicle, this includes employees changing, balancing, or using the inflation cage. Vehicle ignition is turned off before anyone re-enters the work area. This also applies to pulling vehicles out.	
For each SAFE observation	For each AT RISK observation
1. Praise your people for not standing or working in the path of a moving vehicle.	1. Immediately stop the vehicle and clear the area in front of and behind the vehicle
2. Remind the employee about the benefits of not standing or working in front of or behind a vehicle being pulled in or out.	2. Coach the guide to make sure they know that no one is allowed in front of or behind a running vehicle before being pulled in or out.
3. Simply put, they are less likely to be struck and injured by a moving vehicle.	3. Coach the driver to never put a vehicle in or out, until the area in front of and behind the vehicle is clear and they have a guide.
	4. Coach employees to move out of the path of travel when they see a vehicle is being pulled in or out, and stay out of the way until the vehicle is turned off.

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SENIOR



SAFETY & QUALITY FOCUSED

OSHA 300A FORM

The OSHA 300A is the summary of work-related injuries and illnesses that occurred at your location in 2019. The form includes a summary of lost days and restricted days (light duty) as well as information about the type of injury or illness that occurred.

The form must be visible to all employees in the workplace. Employees also have the right to request a copy of the records at any time.

It's good practice to keep your OSHA 300A Summary posted for employees to view year round. If OSHA visits your workplace for any reason, they may ask to see a copy of this log, or expect to see it posted during the required time period.

OSHA's Form 300A (Rev. 10-2016)
Summary of Work-Related Injuries and Illnesses

All establishments must post this Summary of Work-Related Injuries and Illnesses in a conspicuous place in the workplace for all employees to see. The Summary must be posted in a place that is accessible to all employees. The Summary must be posted in a place that is accessible to all employees. The Summary must be posted in a place that is accessible to all employees.

Number of Cases			
Total number of cases	Total number of cases with lost work days or restricted duty	Total number of cases with lost work days or restricted duty	Total number of cases with lost work days or restricted duty
100	100	100	100

Number of Days	
Total number of days lost	Total number of days lost
100	100

Types of Injuries and Illnesses	
Total number of cases	Total number of cases
100	100

Employer Information

Name: _____
Address: _____
City: _____
State: _____
Zip: _____

Employment Information

Total number of employees: _____
Total number of employees: _____
Total number of employees: _____

Sign Here

Signature: _____
Date: _____



Print:

- Print your OSHA 300A Summary

Your OSHA 300A form will be sent on February 1st and will be sent again on Friday (February 5th) to your store email with the subject line shown below.

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



Share:

- Review the information on your OSHA 300A form
- Share the information with your people



Post:

- Post your OSHA 300A in a place where it is visible to all employees (i.e. manager's office, Service Area)

The 300A Summary is broken down into three sections:

- **Number of Cases** that resulted in lost time
- **Number of Days** resulting from injury or illness, to include lost days and/or restricted days
- **Types of Injuries and Illnesses** and their classification

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](#)

CONTINUE TO PAGE 4 ➔



REAMING THE INJURY OBSERVATION

The Repairing the Injury Best Practice is not just to ensure the customer's safety but also to keep our people safe. The "Reaming the Injury" observation focuses on hand placement to avoid hand injuries while maintaining the quality of the repair. The average cost of a hand injury in 2020 was around \$1,027 and this doesn't include time away from work.

Read the "SAFE" and "AT RISK" notes on the observation sheet and use to coach your people.



Remember to coach your people through the observation and praise them when they perform safely.

**Print:**

[Observe and Coach Reaming the Injury](#)



Observe and Coach:

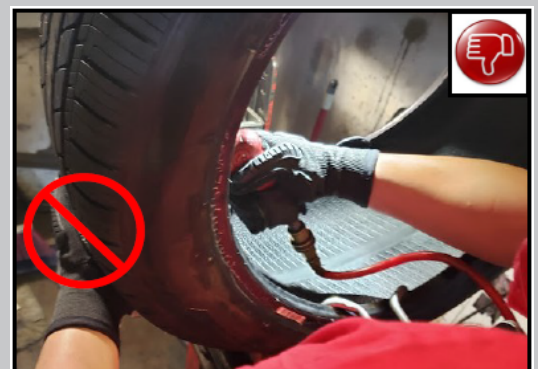
- Complete a minimum of 10 observations (there are 10 on each sheet)
- Check the appropriate column for the action completed (**SAFE** or **AT RISK**)
- After each observation, share the results with the employee you observed.



Remember to praise your people for executing safely, and coach those that you observe at risk.

**SAFE**

OR

AT RISK

SAFETY		OBSERVE AND COACH																																		
REAMING THE INJURY																																				
When reaming the injury, employees has both hands on the drill, and does not place hands or other body parts in the path of the carbide cutter.		<table border="1"><thead><tr><th></th><th>SAFE</th><th>AT RISK</th></tr></thead><tbody><tr><td>1</td><td></td><td></td></tr><tr><td>2</td><td></td><td></td></tr><tr><td>3</td><td></td><td></td></tr><tr><td>4</td><td></td><td></td></tr><tr><td>5</td><td></td><td></td></tr><tr><td>6</td><td></td><td></td></tr><tr><td>7</td><td></td><td></td></tr><tr><td>8</td><td></td><td></td></tr><tr><td>9</td><td></td><td></td></tr><tr><td>10</td><td></td><td></td></tr></tbody></table>			SAFE	AT RISK	1			2			3			4			5			6			7			8			9			10		
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For each SAFE observation		For each AT RISK observation																																		
1. Praise the employee for using proper hand placement when reaming the injury.		1. Use the information below to help coach the employee:																																		
2. Remind the employee about the benefits of proper hand placement.		● Place both hands on the drill and keep other body parts like your face and arms out of the path of the carbide cutter.																																		
● Reduce the chance of injury to hands and other body parts.		● Serious injuries have occurred when an employee's free hand or arm was placed in the path of the carbide cutter.																																		
● Maintain better control of the drill.		● A typical hand injury costs \$1,027 and results in time away from work. The average store would have to call 28 units to recover this cost.																																		

CONTINUE TO PAGE 5 >



FIRE EXTINGUISHER INSPECTION

Monthly fire extinguisher inspections are required by OSHA. Be sure to check your fire extinguishers using the checklist below, verifying they meet the inspection cited regulations.

- If you need a Fire Extinguisher sign, order from the Order Safety Materials link.
- For issues with a fire extinguisher, contact maintenance for assistance.

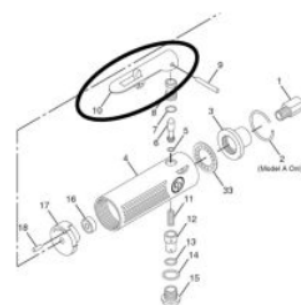


Fire Extinguisher	Fire Extinguisher 1	Fire Extinguisher 2	Fire Extinguisher 3	Fire Extinguisher 4	Fire Extinguisher 5	Fire Extinguisher 6	Fire Extinguisher 7	Fire Extinguisher 8	Fire Extinguisher 9	Fire Extinguisher 10
Inspection tag is attached										
Inspection date is within 1 year										
Pressure 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 and year										

FLAT REPAIR DRILL & BUFFER SAFETY GUARDS

Inspect	<input checked="" type="checkbox"/>	
Throttle lock safety is present and prevents the tool from working when the lever is pressed.	<input type="checkbox"/>	
2 separate air tools for the drill and the contour rasp are present. This prevents the need to switch out bits.	<input type="checkbox"/>	

To order replacement throttle locks, go to



Chicago Pneumatic Lever-Throttle Locking Trigger (Replacement Part)

SKU#: DST98402

IN STOCK

Article Number : 98402

Qty: + -

Add To Rush Order

Add To Store Order



Remember to unhook the tool from the airline when changing out the throttle lock, or putting in a new rasp or bit.

CONTINUE TO PAGE 6 >



MARKETING



**SAFETY & QUALITY
FOCUSED**

SAFETY QUALITY FOCUSED REPAIRING THE INJURY

Manager Focused Tips for February. A Tire Repair Preview & 5S Refresher for Managers.

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

▶ Watch Video As A Team:

Watch the video with your team and take the short assessment that follows the video.



Remember to maintain social distancing.

Scan Here



» Display your posters:

Do you need a replacement or a new plastic sleeve for your poster?

- Go to the Safety Quality Focused Page
 - Quick Links
 - Poster and Frame Order Form



Remember: You can scan the QR code on the poster to view the video outside of the KC.

▶ Watch Video With Your Manager:

Please watch the Manager Focused Tire Repair Preview 5S Refresher video with your manager and take the short assessment.

Scan Here



FEATURED



**MANAGER
FOCUSED**

Tips for February

Tire Repair Preview & 5S Refresher

Manager Focused Tips for February. A Tire Repair Preview & 5S Refresher for Managers



TIRE REPAIR

Largest areas for improvement



1. Inspecting the assembly in the dunk tank **BEFORE** the repair process.



2. Re-dunking **AFTER** all repairs to know 100% you fixed all air leaks.



3. Disinfect the face shield after **EVERY** use.

Win
up to
\$500!

Scan,
watch
win



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SAFETY & QUALITY FOCUSED

TIRE

FEEDBACK ON THIS MONTH'S TOPIC

1. What conversations did you and your team have when reviewing the OSHA 300A Summary?

1. Once all action items have been completed, click the **survey link above** to enter your responses and acknowledge completion.



SURVEY ENTER RESPONSES HERE