

SAFETY FOCUS

JANUARY 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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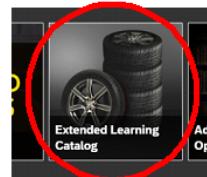
FORKLIFT SAFETY AWARENESS DTU EXTENDED LEARNING

Forklifts are very useful in a warehouse environment, but they can also be dangerous. Working around them requires constant awareness from everyone. The Forklift Safety Awareness training module will further explain forklift safety by distinguishing between safe and unsafe forklift operations. The course will identify general loading and unloading principles associated with forklift safety as well as safe refueling and recharging procedures.

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.
- Click on View Compliance and select your training module.



If you have any questions during the login process, please contact
dtu_learning@discounttire.com

 For **first time** logging in to the Extended Learning Catalog,
follow the instructions by [clicking here](#)

Complete the Training Module:

- Complete the **Forklift Safety Awareness 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 your people log into their DTU and complete the *Forklift Safety Awareness Acknowledgement*.



Web-based Training 

Forklift Safety Awareness 2.0

Due: Jan 30, 2021

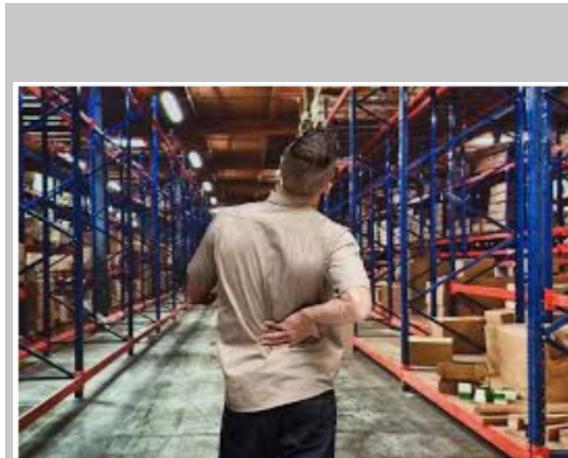


BACK SAFETY IN THE WAREHOUSE

This month will be focused on back safety. The lower back is the most common site of back injuries and back pain. Common back injuries include sprains and strains, overstretch a muscle in your back or tear a ligament. This can happen while loading a shipping line or placing inventory in a rack.

Signs of a back injury include pain or tenderness (sore to touch) pain that worsens with movement, coughing, sneezing or laughing, stiffness or difficulty moving.

If you experience a back injury while working, report it to your Safety Leader or Manager.

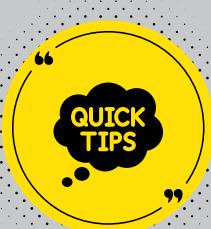


Demonstrate Proper Lifting Procedures:

Demonstrate proper lifting procedures and share the tips below with your people:

- Lift with legs not back, bend at the knees, not at the waist
- Keep back straight when lifting, keeping arms and elbows close to your body
- Do not twist body when lifting
- Stay close to the load you are lifting
- Ask for help and/or use the balancer lift

Protecting Your Back in the Distribution Center



Practice Proper Lifting Techniques: It's best to keep the weight close to your body and lift with your knees. When necessary ask a team member for assistance.

Make a habit of stretching: Begin your day with a few stretching exercises. This will loosen your muscles and boost flexibility.

Invest in quality footwear: Our jobs in the DC primarily involve being on our feet all day, which places a lot of strain on the body. The shoes you wear directly impact how you feel at the end of your shift.

Know your limits: If something is too heavy or requires an awkward body position to lift, ask for help. Do not let pride cause an injury.



Share the Information with your People:

- Demonstrate proper lifting procedures.
- Go through the quick tips for protecting your back in the Distribution Center.



Remind your people that it is okay to ask for help when needing to lift a heavy load.

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 forklift safety awareness?
2. What discussions did you and your people have about the back safety information provided in this month's Safety Focus?