

SAFETY FOCUS

JANUARY 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.

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EMERGENCY RESPONSE IN THE WORKPLACE

DTU EXTENDED LEARNING

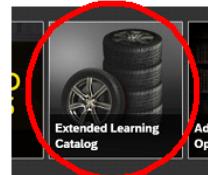
This course provides information about planning for and responding to emergencies. The intent is to provide you with basic information on procedures that cover onsite emergencies such as an accidental release or spill of a hazardous chemical, fire emergencies, explosions, bomb threats, threats to security, or personal injuries.

The contents of this course are similar to those procedures listed in the Emergency Action Guides.

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

The screenshot shows a web-based training interface. At the top, there is a green header with a clipboard icon and the text 'Health, Safety and Security (US Edition)'. Below the header, the title 'Web-based Training' is displayed, followed by 'Emergency Response in the Workplace'. A due date 'Due: Jan 30, 2021' is shown. The main content area features a large image of a person in yellow protective gear working on a tire, with a red circle highlighting the 'Extended Learning Catalog' button in the interface.



EMERGENCY ACTION GUIDE

This month, you and your team will be verifying every store has two Emergency Action Guides. These Emergency Actions Guides are important as they contain information that can help in an emergency situation.

✓ Verify 2 EAGs are present:

- One EAG should be hanging in the showroom.
- The second EAG should be hanging in the service area.
- The EAGs should not exceed 60 inches from the floor.

✓ Verify EAG information is filled out:

- Front page has the store/location's complete address filled out.
- The contacts section of the EAG should be completely filled out with local phone numbers.
- The designated meeting place is filled out under the *Evacuation Procedures* section.

► If an Emergency Action Guide is needed, please order from the [Order Safety Materials](#) link

Store login will be:

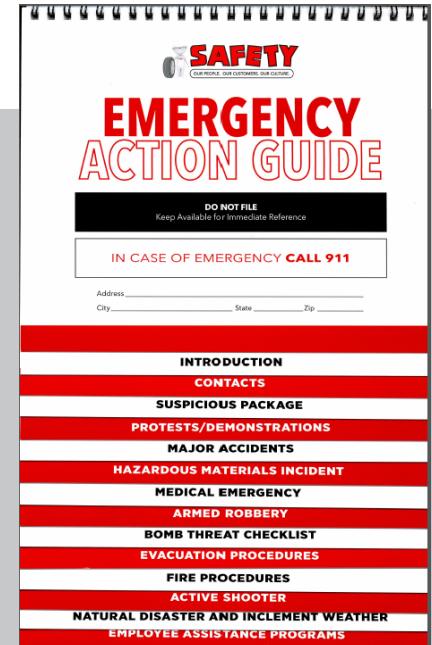
Username: (your store no spaces) ex. **azp01**

Password: **safety**

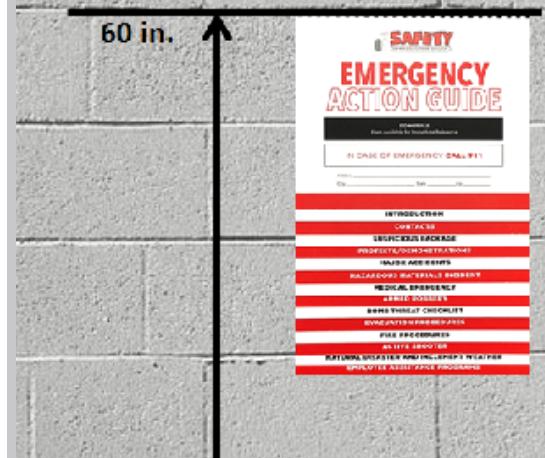
Warehouse Manager login will be:

Username: (your location) ex. **azpw00**

Password: **safety**



The top of the EAG must be no more than 60 inches from the floor



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 response in the workplace?
2. What topics did you find helpful in the Emergency Action Guide and would you add/suggest anything else be added?