

SAFETY QUALITY FOCUS

MARCH 2021

DISCOUNT[®] AMERICA'S[®]
TIRE TIRE

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 following 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.

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NEW

MANAGER

**SAFETY & QUALITY
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PUTTING AWAY INVENTORY OBSERVATION

This month's focus is on sprains and strains. Many of these injuries are caused from using improper lifting techniques over a long period of time. Observe and coach your people on safe lifting methods.

In 2020, the average cost of a back injury was **\$5,961**.

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.



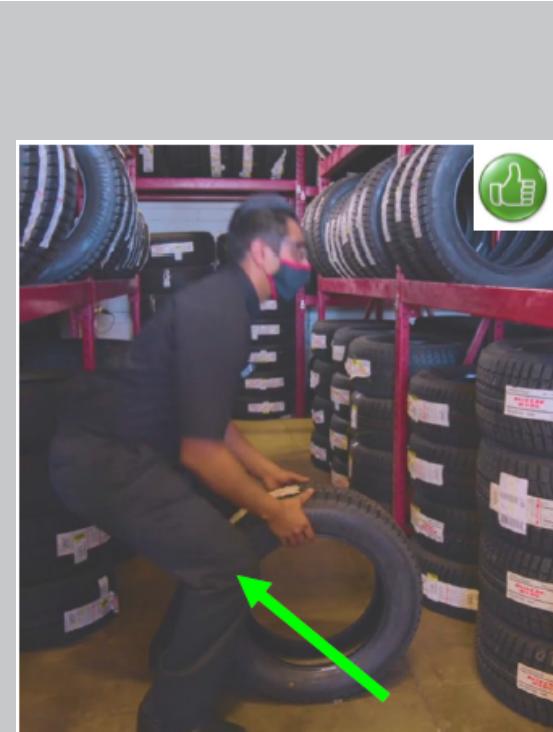
Print:

[Observe and Coach Putting Away Inventory](#)



Demonstrate:

Demonstrate to your team proper lifting techniques when putting away inventory, then observe your team using the Putting Away Inventory observation sheet.

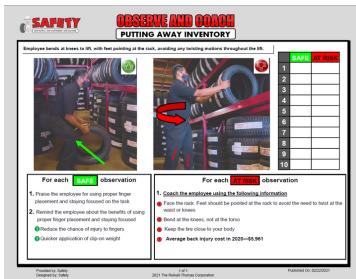


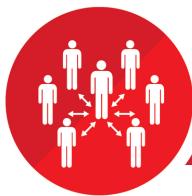
Observe and Coach:

- 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**



SENIOR



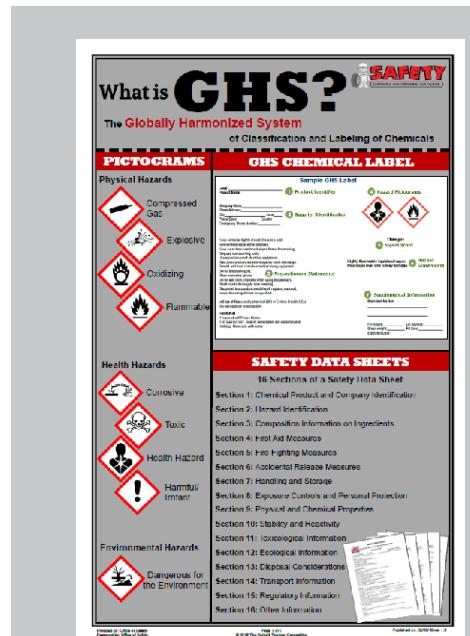
HAZARD CHEMICAL COMMUNICATION

The OSHA Hazard Communication Standard is designed to inform employees of hazardous chemicals, health and safety hazards, and appropriate protective measures. This month's topic will include Safety Data Sheets and where to find them, proper labelling of chemical containers, and awareness pieces such as the GHS poster and GHS safety short.

Review and Share:

Review the Hazard Communication items below with your team

- Safety Data Sheet (SDS) – The SDS can be found on the Safety Page. Everyone should know where the SDS is located and how to access it. Demonstrate how to find Safety Data Sheets in your morning huddle
- GHS Poster – Review the information on the GHS poster with your team in a morning huddle. If you need a replacement, please order from [DTPrints](#) Username: store name (i.e. AZP99) Password: Discount1



Inspect Your Chemical Containers:

Inspect all chemicals and ensure they have the proper label attached to the container. Should you have a secondary container, make sure that they are labeled appropriately.

If you need to print out a label, follow the steps below:

1. Go to the SDS link and find the product for the label you need
2. Click the label icon, then the GHS Work Place icon
3. Choose the Avery 5164 Large Type and print
4. Attach the label using clear packing tape to the container



Secondary Summary/ Container	Hazard	Flags	Product Name/Synonym
Label			A-100 Exterior Acrylic Latex
GHS Shipping GHS Work Place GHS Equipment NFPA			Avery 5164 Large Type
<input type="checkbox"/> Print Labels From <input type="text" value="1"/> To <input type="text" value="6"/> <input checked="" type="checkbox"/> PPE as Text			
Create Label			

Product Name A-100 Exterior Acrylic Latex Flat Extra White (A6W151) SDS ID: SDS0001 Signal Word Danger Manufacturer: The Sherwin-Williams Company 101 W. Prospect Avenue Cleveland, OH 44115 USA PPE Required: See SDS or Department Procedure for more details.
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WORKFLOW



**SAFETY & QUALITY
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SAFE LIFTING OBSERVATIONS

In 2020, the average cost for a back injury was **\$5,961**. This cost does not include indirect costs, like the stress added to the store when an employee is out recovering from their back injury.

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:

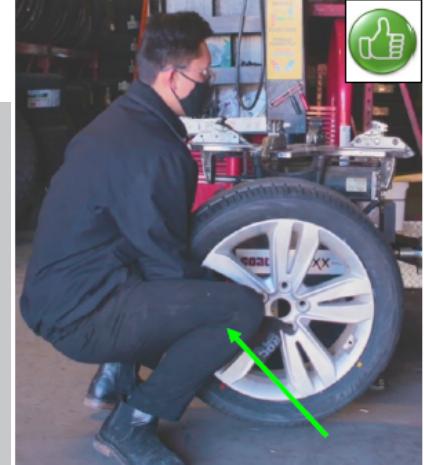
[Observe and Coach Using the Balancer Lift](#)

[Observe and Coach Assembly Lift to Changer](#)



Demonstrate:

Demonstrate to your team proper lifting techniques when lifting the assembly to the changer and how to use the balancer lift, then observe your team using the observation sheets (Using the Balancer Lift and Assembly Lift to Changer).



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	
USING THE BALANCER LIFT		USING THE BALANCER LIFT	
Employee uses balancer lift to lift the assembly on and off the balance. SAFE AT RISK		SAFE AT RISK	
Employee lifts assembly up onto changer using proper body mechanics (lifts with legs, not with back and holds assembly close to body). SAFE AT RISK		SAFE AT RISK	
For each SAFE observation: <ul style="list-style-type: none"> 1. Explain the employee for executing the Critical Task SAFELY. 2. Remind the employee about the benefits they gain from using the balancer lift. 3. Encourage the employee to use proper body mechanics. 4. Prevents hand injuries. 5. Prevents assembly from assembly. 6. Prevents fatigue. 		For each AT RISK observation: <ul style="list-style-type: none"> 1. Explain the employee for using proper body mechanics. 2. Remind the employee about the benefits of using proper body mechanics. 3. Encourage the employee to use proper body mechanics. 4. Prevents back injuries. 5. Prevents fatigue. 	
SAFETY OBSERVE AND COACH ASSEMBLY LIFT TO CHANGER			
Employee lifts assembly up onto changer using proper body mechanics (lifts with legs, not with back and holds assembly close to body). SAFE AT RISK			
For each SAFE observation: <ul style="list-style-type: none"> 1. Explain the information about the assembly lift to the employee. 2. Remind the employee about the benefits they gain from using the assembly lift. 3. Encourage the employee to use proper body mechanics. 4. Prevents hand injuries. 5. Prevents assembly from assembly. 6. Prevents fatigue. 		For each AT RISK observation: <ul style="list-style-type: none"> 1. Use the information about the assembly lift to the employee. 2. Remind the employee about the benefits of using assembly lift. 3. Encourage the employee to use proper body mechanics. 4. Prevents back injuries. 5. Prevents fatigue. 	
SAFETY OBSERVE AND COACH ASSEMBLY LIFT TO CHANGER			
Employee lifts assembly up onto changer using proper body mechanics (lifts with legs, not with back and holds assembly close to body). SAFE AT RISK			
For each SAFE observation: <ul style="list-style-type: none"> 1. Explain the information about the assembly lift to the employee. 2. Remind the employee about the benefits they gain from using the assembly lift. 3. Encourage the employee to use proper body mechanics. 4. Prevents hand injuries. 5. Prevents assembly from assembly. 6. Prevents fatigue. 		For each AT RISK observation: <ul style="list-style-type: none"> 1. Use the information about the assembly lift to the employee. 2. Remind the employee about the benefits of using assembly lift. 3. Encourage the employee to use proper body mechanics. 4. Prevents back injuries. 5. Prevents fatigue. 	

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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.

For issues with a fire extinguisher, contact your regional maintenance for assistance



Need a new or replacement sign, order from the Order Safety Materials link

Fire Extinguisher Checklist	1	2	3	4	5	6	7	8	9	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										

BEAD BREAKER RECOIL

When you and your team are busy, it is very easy to lose focus of your surroundings. It is important to know that when breaking down the assembly, if done incorrectly, can lead to injury mainly due to the bead breaker recoil. To ensure that you and your people are not getting injured when breaking a bead, follow the recommendations below:

- Do not attempt to break the bead with air still in the tire; wait for the air to be completely released before proceeding
- Do not try to assist the bead breaker by pulling on the handle; let the bead breaker do the work
- Do not force the bead breaker

These issues are more likely to occur when breaking the bead on low profile assemblies and dense sidewall and bead package tires, like run flats, etc...



Remember to deflate the assembly entirely before attempting to break the bead.



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MARKETING



**SAFETY & QUALITY
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SAFETY QUALITY FOCUSED SPRAINS AND STRAINS

A short preview of SQF Without Pain/Sprains & Strains, a Refresher on Managing through your AORs, and Manager Interviews discussing how they use their AORs to improve operations.

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 March

Sprains And Strains

A short preview of SQF Without Pain/Sprains & Strains, a Refresher on Managing Through your AORs, and Manager interviews discussing how they use their AORs to improve operations.



Avoid Sprains & Strains Use the proper technique

SCAN WATCH WIN
SOME OF OUR MOST RECENT \$500 WINNERS



FEEDBACK ON THIS MONTH'S TOPIC

1. What were some steps your people missed most during the lifting observations? Where is your biggest opportunity when it comes to lifting properly and what will your team do to improve in the future?
2. Once all action items have been completed, click the **survey link above** to enter your responses and acknowledge completion.

SURVEY ENTER RESPONSES HERE

