

SAFETY FOCUS

MAY 2021



LET'S GET YOU TAKEN CARE OF®

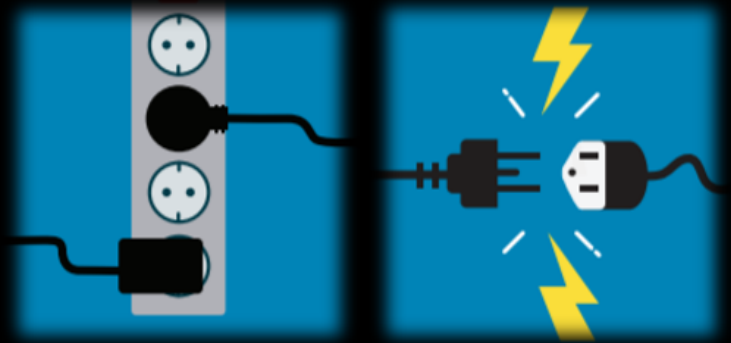
FACILITIES

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

ELECTRICAL SAFETY IN THE WORKPLACE



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 complete 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.

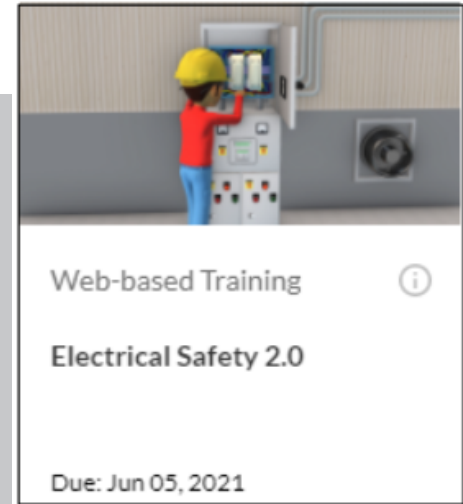
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ELECTRICAL SAFETY DTU EXTENDED LEARNING

This is an awareness-level course that covers how to work safely with electricity. It focuses on specific electrical hazards found in the workplace and methods to minimize or eliminate those hazards.

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

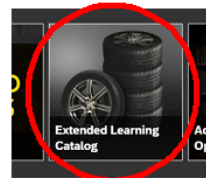


Log in to the DTU Extended Learning Catalog:

- 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 **Electrical Safety** training module.
- After completing the training module, you will be required to **complete a course test**.
- **Share the information** with your people.



ELECTRICAL SAFETY IN THE WORKPLACE

Electricity is widely recognized as a serious workplace hazard, exposing employees to electric shock, burns, fires, and explosions. Electrical accidents often appear to be caused by circumstances that are varied. The hazards associated with electricity may come from a combination of possible factors. These factors are listed below:

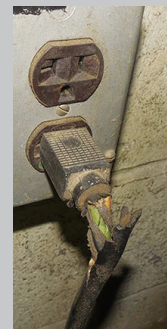
WORK INVOLVING UNSAFE EQUIPMENT AND INSTALLATIONS: Prior to conducting any electrical work, ensure your tools and equipment are in good condition.

WORKPLACES MADE UNSAFE BY THE ENVIRONMENT: Make sure your environment is free of flammable vapors, liquids, or gases and wet and damp work locations.

UNSAFE WORK PRACTICES: Unsafe acts include the failure to de-energize electric equipment when it is being repaired or inspected or the use of tools or equipment too close to energized parts.

Review the *Energy Control Procedures (Lockout/Tagout) Reference Guide* which provides step-by-step instructions to safely shut down and restore equipment/machinery. Use the Reference Guide every time you need to remove equipment/machinery from service or to put it back into service. Every lockout/tagout box should have a reference guide, if not, stores can order from the [Order Safety Materials](#).

Common electrical hazards to look for when visiting stores



frayed cords



damaged/missing outlet faceplates



overused powerstrips & improper use of extension cords

Review and Share:

- Read the information on this page and page 14 of the [Store Inspection](#)
- Share the information you read with your people

The store will be going through the Electrical checklist (page 14 of the [Store Inspection](#)). Expect to see work orders coming in from those stores that may need repairs.

Reporting Close Calls

A Close Call is an event that occurred or almost occurred that could have but did not cause damage or injury.



When you report a Close Call, you are automatically entered to win a \$50 gift card! Winners are chosen by random and are featured in the Safety Leader CTA every month.

Here's where you go to report them. →

Good Luck!

SAFETY FEEDBACK

Select Feedback Type *

- ☐ Safety/Quality Focus Feedback
- ☐ Question
- ☐ Comment/Concern
- ☒ Close Call

DISCOUNT TIRE

General Incident Details ☐

Incident Type Details ☐

Witnesses ☐

Submit ☐

What are you reporting? ☐ Incident ☐ Claim ☒ Close Call ☐ Security Incident

Employee Completing Report

CONTINUE TO PAGE 4 ➔



HEAT-RELATED ILLNESS PREVENTION & AWARENESS



Review and Share:

Review and share the information on this page with your people to learn about the warning signs and actions to follow if a heat illness should occur in your store/location.

- ☐ Ensure your people know the signs and actions to take when a heat related illness occurs
- ☐ Check the weather daily and make it a habit to share with your team
- ☐ Maintain a fully stocked fridge or cooler with water at all times
- ☐ Review the safety posters listed below



Order:

Order your posters through **DTPrints**
(available to order on 5/4)

***NOTE:** they come in a package of 3 posters

- (NEW) Are You Hydrated poster
- (NEW) Energy Drinks vs Water poster

Order cooling towels for your people
through **EZGarage**

- article # **91048**



Display Your Posters:

- **Are You Hydrated** posters - display one poster in each restroom (both customer and employee restrooms)
- **Energy Drinks vs Water** posters - display in a high traffic areas

HEAT RASH & HEAT CRAMPS

Signs of heat rash includes:

- clusters of red bumps on skin

Signs of heat cramps include:

- muscle spasms in stomach, arms, or legs

Actions:

- rest in a cool, shady area
- drink sips of water or sports drink
- seek medical attention if cramps last more than an hour

HEAT EXHAUSTION

Signs of heat exhaustion include:

- heavy sweating
- cold, pale, moist skin
- muscle cramps
- fatigue/weakness
- confusion/dizziness
- nausea or vomiting
- headache

Actions:

- rest in a cool, shady area
- remove outer layers of clothing (i.e. socks and shoes)
- apply cool wet cloth or ice to head, face, and neck
- drink sips of water or sports drink

Get Medical Aid: call the nurse helpline @ 1-855-872-6658 for Ohio stores only call 1-844-871-8630

HEAT STROKE

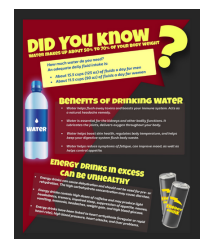
Signs of heatstroke include:

- very high body temperature
- rapid pulse
- red, hot skin
- throbbing headache
- nausea or vomiting
- confusion, difficulty speaking
- seizures
- unconsciousness

Actions:

- stay with the person until help arrives
- rest in a cool, shady area
- remove outer layers of clothing (i.e. socks and shoes)
- apply cool wet cloth or ice to head, face, and neck
- drink sips of water or sports drink

This is a MEDICAL EMERGENCY: Call 911 immediately



FEEDBACK ON THIS MONTH'S TOPIC

1. Did you find the information in the training module beneficial? How will you apply what you learned in the Electrical Safety training module?
2. Make a plan with your team on how you will prevent heat-related illnesses during the summer months. What other resources or processes do you and your team utilize to prevent heat illness?