

SAFETY FOCUS

NOVEMBER 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 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.



Total Recordable Incident Rate

TRIR is the number of work-related injuries per 100 full-time workers.

A recordable injury is one that's more serious requiring treatment beyond first aid.

Month_Year	TRIR_YOY
SEP 2020	0
SEP 2021	0

TRIR can be used on its own to look at the organization's past safety performance: the lower the number, the better.

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.

CONTINUE TO PAGE 2 ➤



PORTABLE FIRE EXTINGUISHERS DTU EXTENDED LEARNING

This course is designed to protect employees and help prevent serious property loss from workplace fires. It identifies the various classes of fires, types of portable fire extinguishers, and actions to take in the event of a fire.

Portable fire extinguishers should only be used when a fire is blocking your safe evacuation from the building.

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

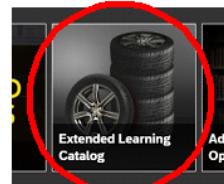


For first time logging in to the Extended Learning Catalog, follow the instructions by [clicking here](#)

- Click on View Compliance and select your training module

If you have any questions during the login process, please contact

dtu_learning@discounttire.com



Health, Safety and Security (US Edition)

Web-based Training

Portable Fire Extinguishers 2.0

Due: Dec 04, 2021

► Complete the Training Module:

- Complete the **Portable Fire Extinguishers** training module
- After completing the training module, you will be required to **complete a course test**
- **Share the information** with your people



DTU Acknowledgement:

- After reviewing the monthly training module with your people, have them log into their DTU and complete the **Portable Fire Extinguishers** acknowledgement

CONTINUE TO PAGE 3 >



PRE-SHIFT INSPECTIONS

Why are Pre-Shift Inspections Important To Keep Our People Safe!

OSHA requires that all forklifts be inspected before each shift. MHE and FAS inspections should be a cornerstone of Our Culture of Safety.

What do Pre-Shift Inspections help prevent?

A pre-shift inspection is designed to help prevent potential safety issues that could be caused by malfunctioning or damaged equipment. Things like hydraulic failure, stability issues, FAS failure and other items that can increase the risk of a safety incident.

Operators should be trained on Pre-Shift Inspections

You should also take the time to regularly check their compliance by asking them to show you how they complete a walk around inspection. Taking time to make sure Our People are completing this process properly is key to building a Culture of Safety in your warehouse. As Safety Leaders, it's our responsibility to Coach this behavior and make sure they know to take the time to perform this life saving measure.

Encourage a Safety First Mindset

If an item is in question or appears faulty instruct your people to tagout or remove from service right away. Do not wait until the end of a shift. They should contact a Manager or Safety Leader for further inspection. All repairs or replacements must be performed before equipment can be returned to service.

DISCOUNT[®] TIRE DIRECT										
Report any item that needs attention to your supervisor immediately. Do not operate a unit that requires maintenance.										
DATE:										
INSPECTOR'S INITIALS:										
ITEMS INSPECTED	OK	REPAIR								
BATTERY/CABLES										
FORKS, BACKREST CARRIAGE										
MAST, CHAIN, HYDRAULIC LINES										
TIRES, AXLES										
OVERHEAD GUARD/ROP										
LEAKS UNDER LIFT										
SEAT AND SEAT BELT										
HORN AND/OR BACKUP ALARM										
LIGHTS										
GAUGES AND INSTRUMENTS										
ALL BREAKS										
HYDRAULIC CONTROLS AND LIFT										
STEERING										
HARNESS										
D-RING EXTENSION										
RETRACTABLE LANYARD										
Comments										

Pre-Shift Inspection sheets can be found in the m drive below

M:\DC\WDAZ01 Picker inspection checklist



We will also review some other OSHA compliance examples that impact our business this month.

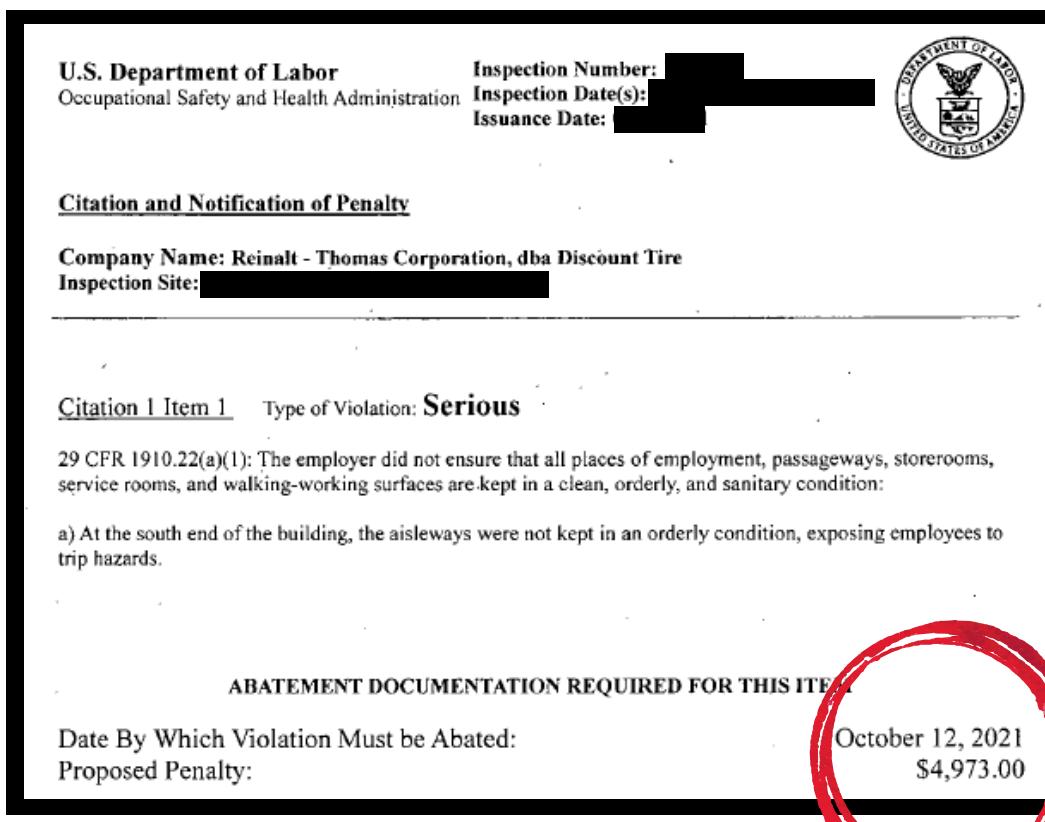
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OSHA COMPLIANCE - BLOCKED AISLES & EXITS

This month, we want to share some real citations. Let's begin with blocked aisles and exits. A cluttered workplace can lead to blocked aisles and exits and trip hazards which could prevent the ability to easily exit the building or cause serious injury.

Below is a citation that was issued to one of our stores. This is considered a SERIOUS violation and therefore the store has been fined **\$4,973** for the violation.



Complete the checklist below for item #1

Item #1: Blocked Aisles & Exits

- Tires or equipment are not blocking aisles, passageways, stairways, or exit access
- All exits remain unlocked during business hours and can be opened from the inside
- Aisles, passageways, and exit accesses are clear and have a minimum of 28 inches of clearance



CONTINUE TO PAGE 5 >



OSHA COMPLIANCE - ELECTRICAL SAFETY

Here is another issue we have encountered during OSHA inspections, electrical hazards. These too, just like the blocked aisles and exits, have led to citations from OSHA.

The citation below was issued to a store that was using an extension cord as a permanent power source rather than placing a work order to get an outlet installed close to the equipment they needed plugged in. This too is a SERIOUS violation. The store is being fined with **\$9,948** for the one violation.

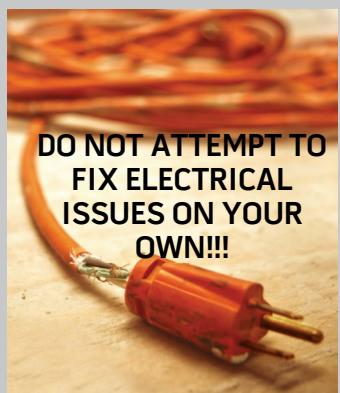
U.S. Department of Labor Occupational Safety and Health Administration	Inspection Number: Inspection Date(s): Issuance Date: [REDACTED]	
<u>Citation and Notification of Penalty</u>		
Company Name: Reinalt - Thomas Corporation, dba Discount Tire Inspection Site: [REDACTED]		
<p>Citation 1 Item 1 Type of Violation: Serious</p> <p>29 CFR 1910.303(b)(2): Listed or labeled electrical equipment was not used or installed in accordance with instructions included in the listing or labeling.</p> <p>a) At the service department, a relocatable power tap was secured to the wall as a substitute for permanent wiring, exposing employees to electrical hazards.</p>		
ABATEMENT DOCUMENTATION REQUIRED FOR THIS ITEM		
<p>Date By Which Violation Must be Abated:</p> <p>Proposed Penalty:</p> <p>November 12, 2021 \$9,948.00</p>		

Complete the checklist below for item #2

Item #2: Electrical Safety

- All outlets/junction boxes should be in good condition (no missing faceplates or exposed wires)
- Cords must be free of any damage, exposed wiring and have prong present
- Electrical panels should have a 36-inch clearance, door panels should always be closed and free of any obstructions

Do Not Block Electrical Panels or Use Damaged Extension Cords



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 portable fire extinguishers?
2. Share with us how will you prepare for a Regulatory Agency Visit to prevent citations.