

SAFETY FOCUS

OCTOBER 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

Fire Safety and Prevention



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
AUG 2020	0
AUG 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 ➤



FIRE SAFETY AND PREVENTION DTU EXTENDED LEARNING

In this course, you'll gain an understanding of the elements required for a fire to start and learn ways to prevent fires in the workplace. You'll learn how to respond, including how to evacuate the premises and how to use a fire extinguisher.

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

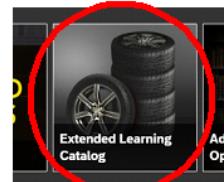


Log in to the DTU Extended Learning Catalog:

- 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 ***Fire Safety and Prevention*** 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 ***Fire Safety and Prevention*** acknowledgement

Web-based Training i

Fire Safety and Prevention 2.0

Due: Oct 30, 2021



FIRE SAFETY AND PREVENTION

The majority of fires are preventable and it's within your power to follow simple steps to prevent fires from starting in the first place.

As a team, focus and identify potential fire hazards in your workplace that you can eliminate. Below are some examples:

Exit Routes and Exit Doors

- Do not block exit doors
- Keep exit doors unlocked
- Keep aisles, stairways, and exit routes clear

Note: Aisles and hallways must be at least 28 inches wide at all points

Workspaces

- Clean as you go, maintain your work environment clean
- Do not accumulate trash, avoid overflowing
- Clean up spills immediately, always wear your PPE

Note: Call 6SAFE for assistance with chemical spills

Electrical

- Do not block electrical panels
- Do not use extension cords for permanent fixtures
- Report exposed or damaged electrical components to facilities

Note: Area in front of electrical panel should have a 36 inch clearance

Fire Extinguishers

- Current inspection tag is attached to each fire extinguisher
- Each extinguisher is accessible, and marked with a sign
- Pressure gauge needle on every extinguisher is in the green

Note: Use the checklist below to conduct your monthly inspections

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										

Did you know OSHA can cite you on your Fire Extinguishers?

Yes, they can and they will. Over the last few months, we have had several OSHA citations issued for NOT having fire extinguishers mounted on the wall and not having the tag initialed and dated.

If you find that a fire extinguisher is not in good operating conditions, please reach out to your Regional Facilities Manager for assistance.

Remember: your facility should have a third party provider perform a bi-annual inspection on all fire extinguishers. This does not replace your regular monthly inspection and sign-off.



Mounted on the wall with a dated and initialed tag attached

NEVER leave a fire extinguisher on the ground or without a tag

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 fire safety and prevention?
2. Work with your team to come up with a plan to eliminate potential fire hazards. Then share your plan with us.