

SAFETY FOCUS

LET'S GET YOU TAKEN CARE OF®

FEBRUARY 2022

FACILITIES

This year, we will be working with you to encourage safety participation from everyone at your location.

ACTION ITEMS

- 1 Complete the DTU training
- 2 Review and share the safety topic with your people
- 3 Leave feedback



OSHA Form 300A
Posting Reminder

INSTRUCTIONS

- 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 The 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.



YOUR OSHA 300A FORM

Your OSHA 300A form was sent to your maintenance email on **February 1st**. This is the first round of OSHA 300A forms that were sent out. A second email will be sent out on **February 10th**.

The email was sent from rk.smtp01@riskonnect.com with the subject line below.

COMMERCIAL: DO NOT DELETE: Your OSHA 300A Form. Print and Post.

Our Ask Of You Is That You:

- Print your location's OSHA 300A form
- Share the information with your team
- Post the 2021 OSHA 300A form in a place where it is visible to all employees (high traffic area)



Call to action: Share this information with your people and post your OSHA 300A form at your location.

Can't Find Your OSHA 300A Form?

- Check your junk mail
- Look for the subject line (shown above) in your inbox

If after the second email has been sent on **February 10th** and you still have not yet received, or somehow deleted your OSHA 300A form, **submit a request for another form** via the link provided below:



[OSHA 300A Request Form](#)

Note: Requests will not be fulfilled until after the second email has been sent to stores/locations.

What is the OSHA 300A Form?

This form is for employers to record all reportable injuries and illnesses that occur in the workplace. This includes:

- Number of reported cases
- Days lost days or on restricted duty
- Types of injuries

BE IN THE KNOW

Review the Regulatory Agency Visit Guidelines and the Regulatory Agency Visit Worksheet.

This will give you a sense of what the store should be doing when a Regulatory Agency Inspector visits the stores.

You will find both of those files in the Safety Tools Library on the Safety Page.

Safety Tools Library

Forms and Manuals

- Manuals
- Regulatory Agency Visit Worksheet
- Store Inspection.pdf
- Regulatory Agency Visit Guidelines



LOCKOUT TAGOUT FOR AUTHORIZED PERSONS DTU EXTENDED LEARNING

This course provides information about control of hazardous energy and work under the protection of a Lockout/Tagout permit. The intent of the course is to provide information on lockout/tagout practices and the significance of lockout/tagout devices.

 **Call to action:** Complete the Lockout Tagout for Authorized Persons training module and share what you learned with your people.

Contact dtu_learning@discounttire.com for troubleshooting.

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



The screenshot shows a course card for 'Lockout/Tagout for Authorized Persons 2.0'. The card includes a thumbnail image of a lockout device, the title 'Lockout/Tagout for Authorized Persons 2.0', and the due date 'Due: Mar 05, 2022'. The card is part of a larger catalog with a green header that reads 'Health, Safety and Security (US Edition)'.

INSPECTION READINESS

Below is a section taken out from the Store Inspection. Carefully read through the description provided and review the sample pictures.

Repair Station

 When raised, pinch point does not exist between the spider plate and cylinder nut



 NO

 YES

FEEDBACK ON THIS MONTH'S TOPIC

1. Tell us about the conversations you had with your team once you've gone over the OSHA 300A form with them?



Call to action: Inspect dunk tank pinch points when visiting stores to ensure correct position.