

# SAFETY FOCUS

LET'S GET YOU TAKEN CARE OF<sup>®</sup>

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.

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## 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@riskconnect.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

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## 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](mailto:dtu_learning@discounttire.com) for troubleshooting.

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



## 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

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

## 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?