

SAFETY QUALITY FOCUS

LET'S GET YOU TAKEN CARE OF[®]

FEBRUARY 2022

STORES

Working safely requires a commitment from every member of your team to hold themselves and each other accountable to execute our Best Practices every time, without exception.

To make this easier, we have split up the monthly Safety Action Items by AOR to ensure your store leadership is directly involved in creating a safe work environment.

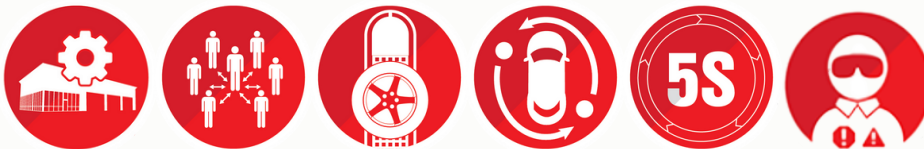
Instructions on working through the AORs to complete this Safety Quality Focus are listed below.



**OSHA
Form 300A
Posting Reminder**

INSTRUCTIONS

In the following pages, you will see an AOR icon that corresponds to the section for that AOR. We have set aside actions for the different AORs to complete in this communication.



- 1** Print out this Focus, delegate, and **manage to completion**.
- 2** Each section has action items to help you and your team completed this Safety Focus. **Review each section carefully.**
- 3** Each AOR will need to complete action items for their sections. Responses will need to be **entered into the survey link at the end of this document.**
- 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: Show your people where to go and how to leave safety feedback.

You will find the feedback questions at the end of this Safety Focus.

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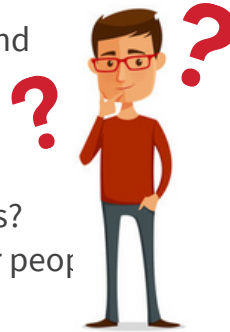


STORE CLEANLINESS

Have You Ever Heard The Saying "A clean workplace is a safe workplace?"

Keeping your store clean helps provide a safer working environment for your people, elevates your customers' experience and reduces the chances of an OSHA citation. If you look at your store, how well kept would you say it is?

- Is your inventory organized and put away?
- Are your entrances and exits clearly marked and unobstructed?
- Are trash cans emptied regularly?
- Are your restrooms clean and well stocked?
- Are your floors clear of clutter and trip hazards?
- Is your breakroom a clean pleasant place your people go to relax and enjoy their break?



OSHA COMPLIANCE

One of the areas that OSHA inspectors look at when visiting stores is the storage closet. The closet should be clean and organized. See OSHA standard below:

29 CFR 1910.22(a)(1): The employer did not ensure that all places of employment, passageways, storerooms, service rooms, and walking-working surfaces are kept in a clean, orderly, and sanitary condition.



X NO



✓ YES



Call to action: Plan out a daily checklist routine and share with your people. Tidy up as you go!

BE IN THE KNOW

Review the Regulatory Agency Visit Guidelines and share with your people.

You and you Senior should also review the Regulatory Agency Visit Worksheet as this form should be filled out while you conduct your walkthrough with the inspector visiting your store.

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

CONTINUE TO PAGE 3 >



RAISING THE VEHICLE OBSERVATION

Observe and Coach - Raising the Vehicle

This month, you will be conducting the Observe and Coach - Raising the Vehicle. **This observation is focused on making sure Our People do not leave out the verbal commands as well as ensuring proper safety precautions.** Not having a verbal call out confirmed can end up with someone getting hurt. Not walking around the vehicle to ensure area is clear of tools or obstructions can lead to vehicle damage.

Click here to open and print



OBSERVE AND COACH - RAISING THE VEHICLE



Call to action: Complete as many observations as possible.

Remember to wait on a verbal call out response or cleared vehicle by walking around



Calling out "going up" after the lift has already started up is a sure way to smash someone's hands.



Visually clear both sides of the vehicle before lifting.



Call to action: Share this information with your people.

Observation Sheet

The observation sheet is titled "OBSERVE AND COACH RAISING THE VEHICLE" and includes a "SAFETY" logo. It contains a warning: "High risk of employee injury, if not done". The sheet is divided into five rows, each with a "Tally up all 'Safe' observations and record the score below" section. Each row has a "SAFE" column and a "SCORE" column. The scores are recorded as 5/5 for each row. The sheet also includes a "Provided by: Safety" and "Designed by: Safety" note, and a "Page 1 of 1" and "© 2021 The Reinolt-Thomas Corporation" footer.

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SAFETY & QUALITY FOCUSED | February 2021

You have 3 action items; follow the instructions below to complete.

- 1 Remind all your people to watch the SQF video and take the short assessment. This video is for EVERYONE from Service Tech to Store Manager.

COVID-19 Prevention Best Practices

(Best Practices, Safety and
Injury Awareness)



Safety & Quality Focused



Scan to enter the voluntary
contest for a chance to win!

- 2 Remind all managers to watch the MF video and take the short assessment. This video is for MANAGERS ONLY (Assistants, Seniors, and Store Managers).

COVID-19 Prevention Best Practices

(Tips from Store Managers)



Manager Focused



Scan to enter the voluntary
contest for a chance to win!

- 3 Hang up all February materials as soon as they arrive. If you are missing your materials or need new plastic poster frames, scan this green QR code to order replacement materials.

Poster & Frame Order Form



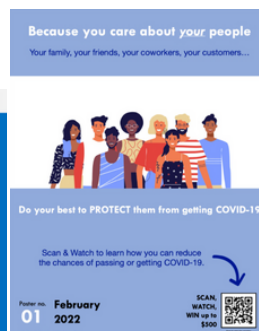
Large poster



Manager's Mini Poster



Service Area Mini
Poster



Service Area Mini
Poster



Service Area Mini
Poster



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FIRE EXTINGUISHER INSPECTION

Fire Extinguisher	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										



Call to action: Inspection must be completed monthly for fire extinguishers as this is an OSHA compliance item

INSPECTION READINESS

Below are two sections taken out from the Store Inspection. Carefully read through the descriptions provided and review the sample pictures of each.

Repair Station

- ✓ Dunk tank water is changed regularly
- ✓ When raised, pinch point does not exist between the spider plate and cylinder nut

Scrap Tire Room/Container

- ✓ Scrap tire room/container is swept regularly
- ✓ Scrap tires are not stored outside (contact scrap vendor for assistance)

Dunk tank water should not be dirty



NO



YES



NO




YES

CONTINUE TO PAGE 6 >

TALK TO YOUR PEERS

If you are a Service Tech that has done these observations, take the time to show a another tech how to conduct these observations.
We do this together!


SAFETY FEEDBACK


Select Feedback Type *

☐ Safety/Quality Focus Feedback

☐ Question

☐ Comment/Concern

☐ Close Call



As a Service Tech you spend a lot of time in the Service Area. Identify some areas you think could use some improvement and share with your Safety Leader.

You can also share with your findings through the Safety Feedback portal on KC Safety Page.

Service Techs & Safety Roles



- Below are your responsibilities each month:
- Read through your section which is posted on the 1st Monday of the month
 - Complete the action item in your section
 - Report to your Safety Leader (Senior Assistant) your findings or if you need further guidance

See something say something!
Let's identify safety hazards before they become an accident.

OBSERVE AND COACH

Lowering the Vehicle

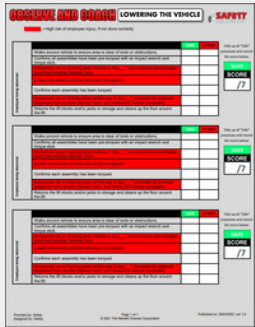
This month, you will be conducting the Observe and Coach - Lowering the Vehicle. **This observation is focused on making sure Our People do not leave out the "coming down in bay ____."** Not having a verbal call out confirmed or walking around the vehicle prior to lowering it can end up with someone getting hurt.

Click here to open and print



OBSERVE AND COACH - LOWERING THE VEHICLE

➤ **Call to action:** Complete as many Observations as possible.




Remember to wait on a verbal call out response or cleared vehicle by walking around



YOUR OSHA 300A FORM

Seniors, your OSHA 300A form was sent to your store 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:

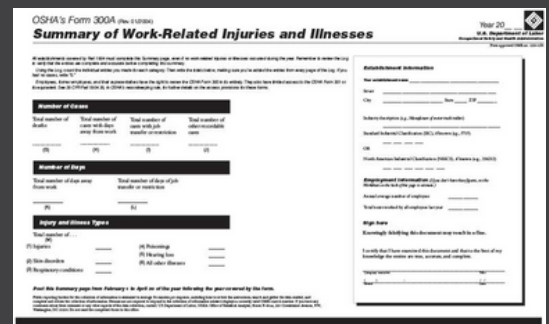
- Print your store/location's OSHA 300A form
- Share the information with your team
- Post the 2021 OSHA 300A form in a place where it is visible to all employees (manager's office or Service Area)

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

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



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?
2. Once all action items have been completed, click the survey link below to enter your responses.

SURVEY
[Enter responses here](#)

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.