

# SAFETY FOCUS

LET'S GET YOU TAKEN CARE OF®

OCTOBER 2022

## DISTRIBUTION CENTERS

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



## 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.



## DC Evacuation Procedures

In advance of an emergency, contact your manager for additional emergency preparedness-related documentation/information.

**Learn all exits and routes to help determine the nearest exit to your location and the best route to follow if evacuation is necessary.**

### Evacuation From a Building:

Reference the store specific evacuation plan.

- **WALK**, do not run
- If safe to do so, **ASSIST** people with special needs as indicated by that person, and call 911 for assistance with location
- **GATHER OUTSIDE** at a designated meeting place. There, your manager will take roll and account for all personnel
- If you cannot return to your building, **WAIT** for further instructions from emergency personnel



### "IN-PLACE" Evacuations:

In some instances, it is safer to evacuate **"IN-PLACE"** than it is to leave a building, e.g., smoke or fire is immediately outside your room, live electrical wires bar access to the exit, individuals with mobility disabilities are above or below ground floors.

- If the hazard is fire or smoke, see **"FIRE"** section of this guide
- If safe to do so, go to an opening and tell someone who is evacuating to **NOTIFY EMERGENCY PERSONNEL** of your location and that you are unable to evacuate the building
- **CALL 911** and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building. Follow directions of the 911 operator

### MEETING PLACE:

In the event of a building or area evacuation, **YOU WILL BE NOTIFIED WHERE MEETING PLACE WILL BE LOCATED**. Water, first-aid, shelter, and information will be available at designated staging areas.

**Every situation is unique, but following these steps provides a good guide for what to do in a difficult situation.**

### A weekly Close Call Winner!

As an incentive for our people to report more Close Calls, everyone who reports a Close Call is entered into a drawing to win a \$50 gift card. One lucky winner is chosen weekly.



The more you report Close Calls, the higher chance you will have to win.

**CONTINUE TO PAGE 3 >**



## DTU: Sprains and Strains

The course is designed to help you better understand sprains and strains so you will be more aware of what you are doing and how you are doing it, in an effort to prevent this type of injury from happening to you.

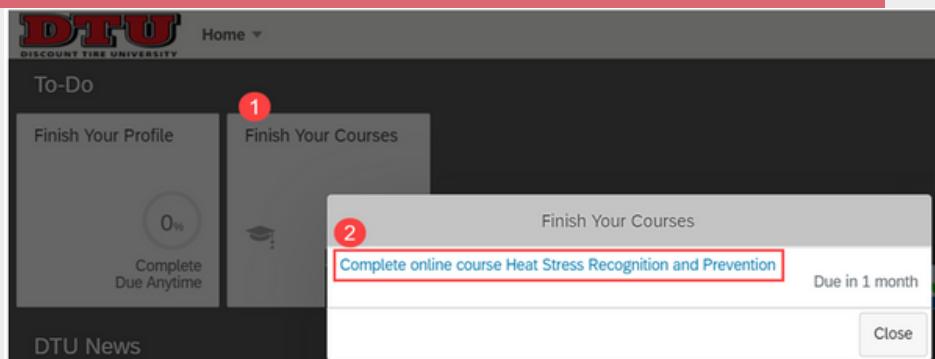


## NEW WAY TO ACCESS THE TRAINING MODULES

This month, you will be accessing the course through DTU. Managers and Senior Assistant Managers will both access the course assignments (safety course and acknowledgements) from the **DTU learning system To Do list**.

Below, you will see an example of how this assignment will look:

1. Log into the DTU learning system using your employee ID and Okta/Windows login.  
On the homepage, click Finish Your Courses.
2. Click the name of the safety course you have been assigned.



**Call to action:** Complete the **Sprains and Strains** training module and share what you learned with your people.

Contact [dtu\\_learning@discounttire.com](mailto:dtu_learning@discounttire.com) for troubleshooting.

## FEEDBACK ON THIS MONTH'S TOPIC

1. What did you learn from the Sprains and Strains training module?