

SAFETY QUALITY FOCUS

FEB
2023

LET'S GET YOU TAKEN CARE OF

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.

The monthly safety action items are split up by AOR to ensure your store leadership is directly involved in creating a safe work environment.

If your location does not have one of these AORs, please choose a substitute.

**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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OSHA 300A REVIEW

**Managers, your OSHA 300A form will be sent to you in two rounds.
The first round of OSHA 300A forms have been sent to your store email.**

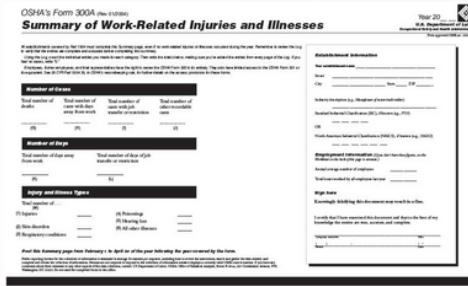
Note: Any store that opened in 2023 will not be receiving a 2022 OSHA 300A form

**1st
Round**
SENT

February 1st

**2nd
Round**

February 9th



The email will be sent from ***rk.smtp01@riskonnect.com***
with the subject line below:

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

Our Ask of You

PRINT

your OSHA 300A form

SHARE

the information with
your people

POST

in a place visible to all employees
(Manager's office or Service Area)

ATTENTION!

You Still Can't Find Your OSHA 300A Form?

Check your junk mail or quarantine folder

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

You may request a copy from your
Regional Office Manager

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NEW!

TIRE BAR INJURY TARGET OBSERVATION

We are introducing a new way to observe Tire Bar mechanics. Tire Bars are the **#1** tool that injures our people. This updated Observation will help you observe and coach key steps to keeping our people safe.

FOCUS ON:

- Hand Position
- Body Awareness
- Proper Technique
- Correct Application of Tape



BRAND NEW OBSERVATION



Tire Bar Target Observation

NEW!

EQUIPMENT (Bead Breaker Handle Grip)

Shipping to your store this month

As a company, we have experienced an increase in hand injuries due to hands slipping off of bead breaker handles.

This will help to:

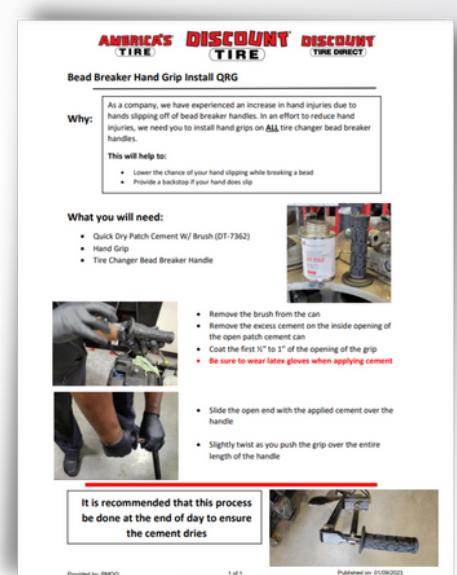
- Lower the chance of your hand slipping while breaking a bead
- Provide a backstop if your hand does slip

Once you receive these grips use the QRG for Installation. If you need extra please contact your warehouse.



Installation QRG

Call to Action: Recommend install at the end of day to ensure the cement dries.



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SAFETY & QUALITY FOCUSED | February 2023

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.

Preventing Lug & Stud Damage

(Best Practices, Safety and
Injury Awareness)



Safety & Quality Focused

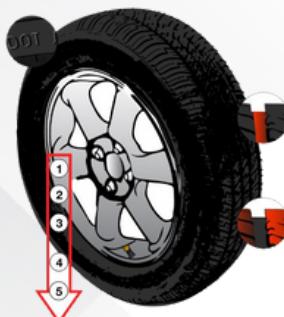


Scan to enter the voluntary
contest for a chance to win!

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).

Assembly Inspection Observation Checklist

(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.

Large Poster



Manager's Mini Poster



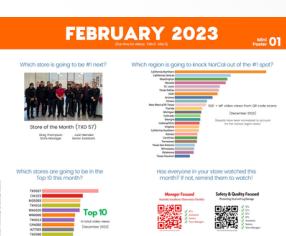
Service Area Mini Poster



Service Area Mini Poster



Service Area Mini Poster



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OSHA COMPLIANCE - MONTHLY INSPECTION

5S Assistant Managers: Use the inspection below to ensure your store is compliant with our most commonly cited OSHA standards. Failure to be prepared in the event of an inspection can be costly. Recent fines have ranged from \$1000 to over \$10,000!!! In addition, being clean and organized will help prevent injuries.

| | INSPECTION ITEM | SAFE | AT RISK |
|----|--|--------------------------|--------------------------|
| 1 | First aid kit is fully stocked and does not have any unnecessary items in it (i.e. razors, keys, shaving cream, pill bottles). | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | All Employees know how to locate the Safety Data Sheets (SDS) on the KC or Safety Page. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Exit routes are free and unobstructed. No materials or equipment may be placed, either permanently or temporarily, within the exit route. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Each exit door is marked by a sign reading "Exit." | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | All aisles are kept clear of tires (Minimum of 28" wide. No tires/wheels stacked in aisles, everything must be in a rack. This includes upper mezzanine level) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Exit doors are unlocked during business hours (Remove locks, panic bars, and any other security devices) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Electrical breaker panels and service disconnects have 36 inches of clearance and are accessible | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | All spray bottles or other types of bottles are clearly marked with the proper contents | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | All chemicals at the location (excluding household cleaners) can be found on the Safety Data Sheets (If not, you should not have it) | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | All electrical outlets and junction boxes are secured and in good condition (no cracking, exposed wires or missing faceplates) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Extension cords are not being used permanently | <input type="checkbox"/> | <input type="checkbox"/> |

JACKS

| Jack # | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| Jack handle screw is tight | | | | | | | | | | | | | | | |
| Front wheel clips installed | | | | | | | | | | | | | | | |
| Rear wheels are oiled and tight | | | | | | | | | | | | | | | |
| Cylinders are free of leaks | | | | | | | | | | | | | | | |
| Jack rises with first 2 full pumps | | | | | | | | | | | | | | | |
| Weight capacity sticker present | | | | | | | | | | | | | | | |

FIRE EXTINGUISHERS

| Fire Extinguisher # | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| 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 | | | | | | | | | | | | | | | |

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Review the Removing Assembly Best Practice

Review the Removing Assembly Best Practice with your peers. Share with your people the observation you will be conducting for the month.

As you coach your people, remember to refer back to the Best Practice to ensure you are coaching with the most current information.



CLICK ON THE IMAGE

or go to the Certified Best Practices page on the KC to print out this Best Practice.

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

OBSERVE AND COACH

Observe & Coach Tire Bar Observation

| OBSERVE AND COACH | | TIRE BAR | | SAFETY | |
|--------------------------|--|--|--|---|--|
| | | | | Tally up all "Safe" processes and record the same below: | |
| Employee being observed: | | Uses only 1 tire bar Stands at the 5 O'Clock position (front of the changer) Keeps feet out of danger zone (path of the tire bar) Firmly grips the tire bar throughout the whole process (no open palms) Does not release grip until tension is released from the tire bar | | SAFE AT RISK SAFE SCORE /5 | |
| Employee being observed: | | Uses only 1 tire bar Stands at the 6 O'Clock position (front of the changer) Keeps feet out of danger zone (path of the tire bar) Firmly grips the tire bar throughout the whole process (no open palms) Does not release grip until tension is released from the tire bar | | SAFE AT RISK SAFE SCORE /5 | |
| Employee being observed: | | Uses only 1 tire bar Stands at the 7 O'Clock position (front of the changer) Keeps feet out of danger zone (path of the tire bar) Firmly grips the tire bar throughout the whole process (no open palms) Does not release grip until tension is released from the tire bar | | SAFE AT RISK SAFE SCORE /5 | |
| Employee being observed: | | Uses only 1 tire bar Stands at the 8 O'Clock position (front of the changer) Keeps feet out of danger zone (path of the tire bar) Firmly grips the tire bar throughout the whole process (no open palms) Does not release grip until tension is released from the tire bar | | SAFE AT RISK SAFE SCORE /5 | |

Actual injury that occurred in JANUARY:

"Employee states he was dismounting the tire on the tire changer, tire bar slipped and hit him in the nose."



Duplicate This

**REVIEW THE DIFFERENCE BETWEEN
SAFE & AT RISK**

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HAZCOM/CHEMICAL ORGANIZATION

The OSHA Hazard Communication Standard was designed to inform employees of health and safety hazards and appropriate protective measures. In order to ensure chemical safety in the workplace, we ask that you speak to your people about the importance of staying compliant with this OSHA standard.

Review and Share:

Ensure your GHS poster is posted near the tire repair area

- If you need a replacement, order from DTPrints

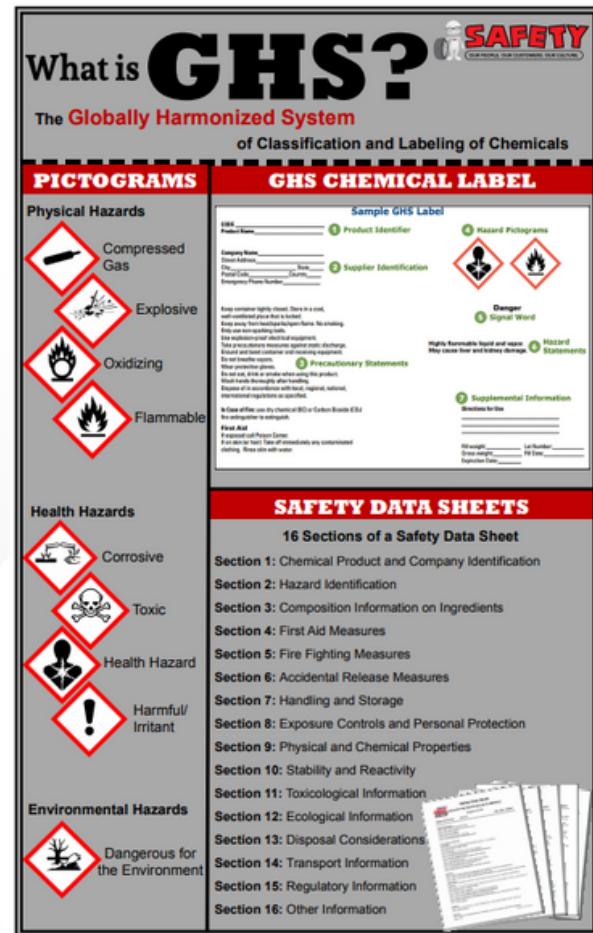
Show all your people where the SDSs are located and how to access them

- On the Safety page under Quick Links
- On main KC page under Helpful Links

Make sure all chemicals are properly labeled

- All chemicals should have a proper label attached
- Should you need to use a secondary container for any reason, you must print a label from the SDS and attach to the chemical container

 **Call to action:** Share this information with your people.



OSHA COMPLIANCE

Prepare yourself in the event of an OSHA inspection.

Management and service techs **WILL** be asked to show the inspector:

- Where Safety Data Sheets are found on the KC
- The Hazard Communication Program
 - Its in the Safety Tools Library under References, in the Safety Programs folder

FEEDBACK ON THIS MONTH'S TOPIC

1. Tell us about the conversation you had with your store regarding OSHA300A?
2. Once all items have been completed, click the survey link below to enter your responses.

SURVEY
Enter responses here