

SAFETY QUALITY FOCUS

JAN
2023

LET'S GET YOU TAKEN CARE OF®

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

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, 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 Each 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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Lockout/Tagout Refresher

What is the Lockout Tagout Program?

The Lockout Tagout Program refers specifically to procedures used to ensure that equipment is shut down and inoperable until maintenance or repair work is completed, and is intended to keep employees safe from equipment or machinery hazards.

**There are two roles in the Lockout Tagout Program:
Authorized and Affected Employees**

Call to Action: Share this information with your people

Lockout Tagout Procedures

What you should do when equipment is broken or not working properly

Authorized Employees - Use the Energy Control Procedures Reference Guide every time you need to remove equipment/machinery from service or to put back into service by following the step-by-step instructions.



Every store/location should have a lockout tagout box and contents.

Call to Action: If you do not have these items or need a replacement, order your items.

Authorized VS Affected

Authorized Employees

Authorized personnel to lockout and/or tagout equipment and machinery to perform repairs and maintenance include:

- Repair Technicians/Vendors

Affected Employees

Affected employees can remove equipment from service and submit a Service Request to the appropriate vendor. These include:

- All store/location employees

Affected employees and are not authorized to lockout and tagout equipment or to perform repairs.

Order from the following:

Red Lockout Tagout Box

- Contact Kory Connor at
Kory.Connor@discounttire.com

Energy Control Procedures Reference Guide

- Order [Safety Materials](#) link on the Safety Page

Internal Devices

- Order from Grainger

Grainger #	Item
2XU66	Lockout Padlocks
15Y513	Circuit Breaker Lockout
3VAF2	Plug/Air Combo Lockout
2VU39	Ball Valve Lockout
1TAC7	Lockout Tags (25)

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DTU: Lockout Tagout 2.0

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

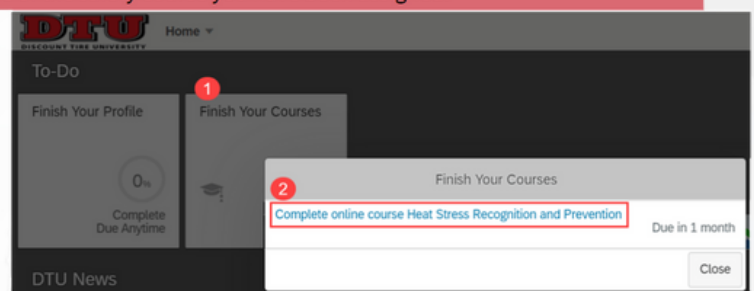


ACCESS TO THE TRAINING MODULES

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 **DTU: Lockout Tagout 2.0** training module and share what you learned with your people.

Contact dtu_learning@discounttire.com for troubleshooting

FEEDBACK ON THIS MONTH'S TOPIC

1. What did you learn from the training module DTU: Lockout Tagout 2.0?
2. Once all action items have been completed, click the survey link below to enter your responses and acknowledge completion.