

# SAFETY QUALITY FOCUS

JULY  
2023

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

## 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.



## 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.

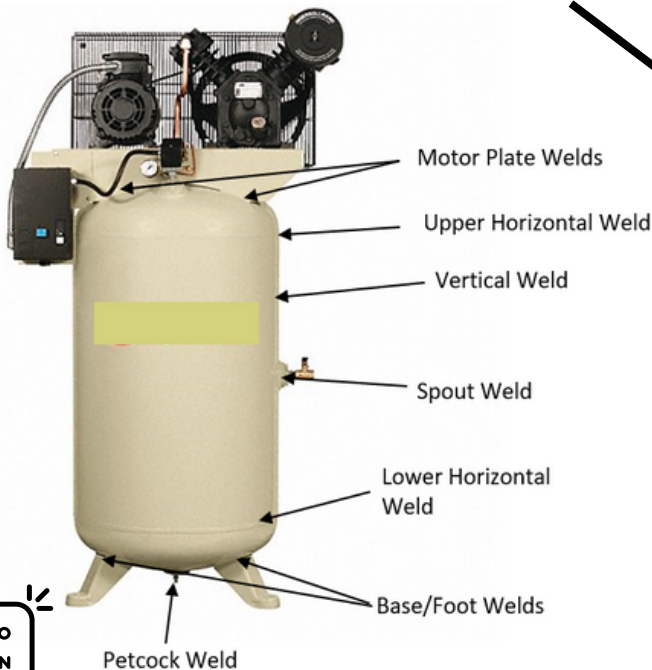
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## Action Item (Compressor Bubble Check)

**A potentially dangerous crack was found in a compressor weld**

**Yellow Circle: Example of a crack**



1. Spray the indicated welds with bubble check (LOOK & LISTEN)
  - a. Blue Arrows: Upper and lower horizontals (spray inner and outer surfaces of welds)
  - b. Red Arrows: Vertical (spray entire length)
2. If a crack or leak is detected, **IMMEDIATELY:**
  - a. **Lock Out/Tag Out** the compressor

**ALL WELDS for ALL COMPRESSORS must be inspected for cracks and leaks**

### Order if you or your people need any of the following items:

Links on where to order the items from are provided below:

- **Cooling Towels** - [EZGarage](#)
- **Water Bottles** - [DT Promotions](#)
- **Sun Hats** - [Imagine Solutions](#)
- **Gatorade** - [EZGarage](#)



**CALL TO ACTION:** As a team, come up with a plan to prevent heat illness.

**CONTINUE TO PAGE 3>**

## OBSERVE AND COACH RAISING THE VEHICLE

**STEP 1** Print your observation sheet **Raising the Vehicle Observation.**



**STEP 2** Observe **at least 5 vehicles** being raised while referencing the observation sheet.

**STEP 3** **Coach** your people when you see them not following the Best Practice. Thank them when you see them doing it right.



CRITICAL TO  
SAFETY

**No one is ever allowed to be under the vehicle**

This includes employee limbs, tools, and equipment.



CRITICAL TO  
SAFETY

## Observation Sheet

## EQUIPMENT MAINTENANCE (Tire Bar Grips)

Help your people learn to properly wrap the tire bar with tape.

**Inspect:**

- ☒ Tape wound around the bar
- ☒ Tape should have no creases
- ☒ Unable to see metal on grip

**FOLLOW THESE STEPS**

**NEVER USE A KNIFE TO CUT OFF TAPE**



If you are looking for the tape replacement method:

**Hockey Stick Grip Method**

**Call to Action:** If you need more tape, please head to [EZGarage](#).

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### SAFETY & QUALITY FOCUSED | JULY 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.

#### Stuck Lugs

(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).

#### Improve Your SQDC Scores

(Tips from Store Managers)



Manager Focused



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

- 3 Hang up all JULY 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



NEW!

SQF & Manager Engagement



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

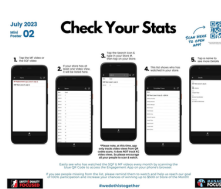
#### Large Poster



#### Manager's Mini Poster



#### Service Area Mini Poster



#### Service Area Mini Poster



#### Service Area Mini Poster



#### Engagement App Flyer



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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 \$30,000!!! 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															

**CONTINUE TO PAGE 6 >**



## Review the Lowering the Vehicle Best Practice



CRITICAL TO  
SAFETY



CRITICAL TO  
SAFETY



CRITICAL TO  
SAFETY

- Wait for call outs to lower the vehicle
- **NEVER** leave any body parts under the vehicle while being lowered
- **NEVER** lower the vehicle without a proper walk around inspection
- Pre-torque all assemblies before lowering the vehicle



### 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



**CLICK ON THE IMAGE**

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

## OBSERVE AND COACH

### INSTALLING THE ASSEMBLY

### Actual injury that occurred in JUNE:

"Employee states he was bolting up a tire and as he lifted up the tire with his foot, he felt pain and pinching in his lower back, causing him to go down to the ground."

#### OBSERVE AND COACH

#### INSTALLING THE ASSEMBLY



High risk of employee injury, if not done correctly

INSTALLING THE ASSEMBLY		SAFE	AT RISK
Gathers all necessary tools for installation and places them at the assembly.			
Buffers hub clean of dirt and corrosion. Does not grip the shaft of the gun while spinning.			
If possible, turns hub so a stud is at the 12 o'clock position.			
Lifts assembly onto the hub using proper body mechanics while not entering the zone beneath the vehicle. (no feet or legs under the vehicle)			
Holds assembly flush against the hub.			
Hand threads lugs at least three full turns			
Using impact gun and yellow torque stick (no torque stick needed with cordless impact), tightens each lug in a star pattern ending with the wheel lock if applicable. Does not grip the socket or shaft of the gun while spinning.			
Performs a second star pattern impacting each lug for at least 2 seconds (for cordless impact hold until gun comes to a stop) ending with the wheel lock if applicable. Does not grip the socket or shaft of the gun while spinning. (Repeat 3rd star pattern with cordless impact)			
Calls out "Spin Check" and verifies no other employees are working on the other side of the vehicle, then performs spin check by grabbing the tread of the tire, not the spokes.			
Returns impact gun and torque stick to tool stand.			
Collects torque wrench, references invoice and sets to manufacture's OE torque specs. Grabs appropriate torque stick and socket.			
Verifies tires are touching ground and torques lugs and wheel locks to manufacture's OE torque specs in a star pattern, using a closed grip on the torque wrench			
Verifies torque in a clockwise circle pattern using a closed grip on the torque wrench			
Verifies torque on any remaining exposed lugs that were not serviced using a closed grip on the torque wrench			
Reinstalls any hardware or accessories			
Returns all tools to the tool stand.			

Tally up all "Safe" processes and record the score below:

SAFE  
SCORE  
/16



**CONDUCT AT LEAST 2 OBSERVATIONS BEING AWARE OF SAFE AND AT RISK PRACTICES**



[Installing The Assembly](#)

[CLICK HERE](#)

[CONTINUE TO PAGE 7 >](#)





## 6 EMPLOYEES suffered heat exhaustion in June

### High Heat Environments to be aware of:

- Air Check Lane
- Inventory Racking
- Bays
- Compressor Room

### Common factors contributing to these injuries:

- The outside air temperature exceeded **85** degrees
- Injured employees worked all day or no less than **6** hours
- Cooling towels were either not available or not every employee had one
- No one can confirm if the employees were drinking water throughout their shift
- The injured employees did not take breaks



**YOU CAN HELP YOUR PEOPLE STAY SAFE  
AND COOL THROUGH THESE SUMMER MONTHS!**

**FANS WORKING PROPERLY –**



**– WATER BREAKS**

**COOLER STOCKED WITH –  
WATER AND SPORTS  
DRINKS**



**– 32 OZ. OF WATER  
PER HOUR**



### FEEDBACK ON THIS MONTH'S TOPIC

1. What is your action plan to prevent heat exhaustion in your store?
2. Once all items have been completed, click the survey link below to enter your responses.

**SURVEY**  
[Enter responses here](#)