

SAFETY QUALITY FOCUS

MAR
2023

LET'S GET YOU TAKEN CARE OF

FACILITIES

This year, we will be working with you to encourage safety participation from everyone at your location. To do this, you will have your own Facilities safety specific topics.

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.

CONTINUE TO PAGE 2 >



WORKPLACE CLEANLINESS IS KEY

Occupational hazards (anything in the workplace that can cause harm) are much more common in a cluttered, dirty and unorganized environment. The hazard(s) can easily go unnoticed and lead to serious injuries. Here a few examples that we see on pretty much a daily basis:

- Tripping over loose objects on floors, stairs, and platforms
- Being hit by falling objects
- Slipping on greasy, wet, or dirty surfaces
- Striking against projecting, poorly stacked items or misplaced materials
- Blocked exits

This month, we are asking you to focus on your workplace's general cleanliness. As a team, we need to always have a 360 awareness of our work environment to avoid unnecessary injuries. Below is a checklist to help ensure that your cleaning initiative is easy, actionable, and highly adaptable. Work through your people to get it done.

ESTABLISH A CLEAN AS YOU GO MENTALITY!

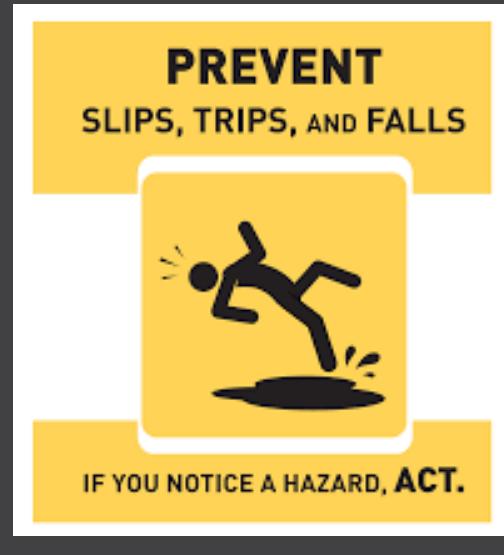
- Determine basic areas to clean/organize
 - Floors - keep free of debris/trash, sweep regularly
 - Exit doors – ensure nothing is blocking the exit doorway
 - Aisles/passageways – maintain a clear walkway without any obstructions
 - Trash cans/recycle bins – empty trash before it is overflowing
- Set practical expectations and provide simple directions
- Lead by example
- Reinforce the reasons for keeping the workplace clean
 - For compliance
 - To reduce hazards and prevent injuries

Slips, Trips, & Falls

You can slip when you lose your footing, you can trip when you catch your foot on or in something, and you fall when you come down suddenly.

Spills, loose mats, rugs, and stepladders are some of the common causes of slips, trips, and falls.

In addition, poor lighting and clutter can cause injuries such as sprains, strains, bruises, bumps, fractures, scratches, and cuts.



CALL TO ACTION: Create a plan to maintain a clean and organized environment.

CONTINUE TO PAGE 3 >



DTU: Fire Safety & Prevention 2.0

This course, you will gain an understanding of the elements required for a fire to start and learn ways to prevent fires in the workplace. You will learn how to respond, including how to evacuate the premises, if there's a fire in your workplace. You will also learn how to select and use a fire extinguisher.

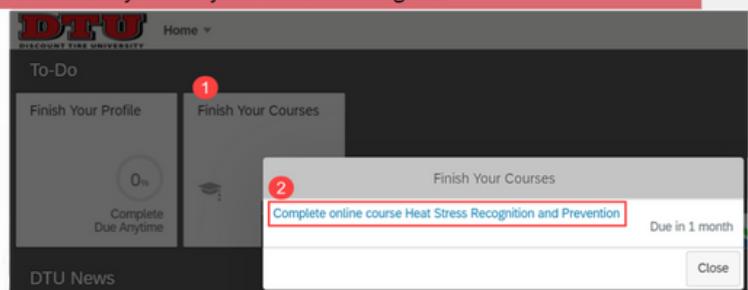


ACCESS TO THE TRAINING MODULES

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: Fire Safety & Prevention 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: Fire Safety & Prevention 2.0**?
2. How will you make sure your people understand the material in its entirety?