

SAFETY QUALITY FOCUS

SEPTEMBER
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.

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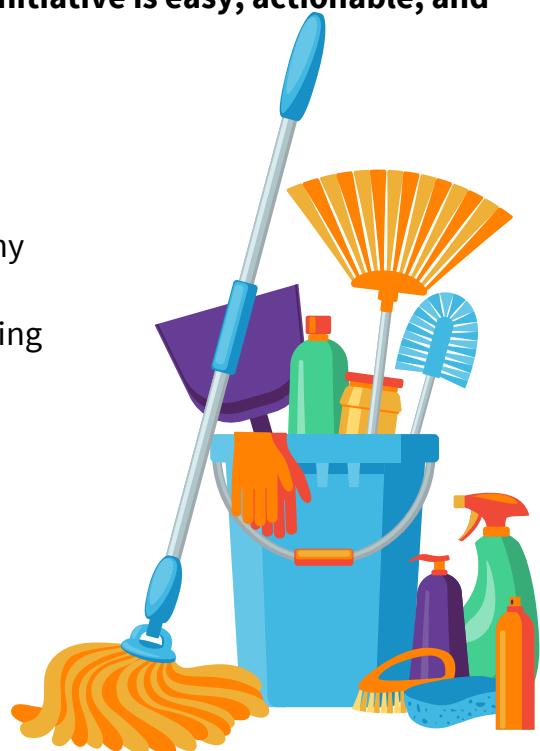
WORKPLACE CLEANLINESS IS KEY

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

Managers, this month we are asking you to focus on your store's general cleanliness. As a team, we need to always have a 360 awareness of our store environment to avoid these 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.

- 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



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.

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DTU: Global Safety Principles: PPE Personal Protective Equipment 2.0

This course covers types, selection, maintenance, and care of personal protective equipment (PPE) in the workplace. The types of PPE covered in the course include hard hats; hand, foot, and eye protection; and body protection. The course also provides general guidelines on when respiratory, hearing, and fall protection are required. The content in this course is designed to comply with the intent of the applicable regulatory requirements.

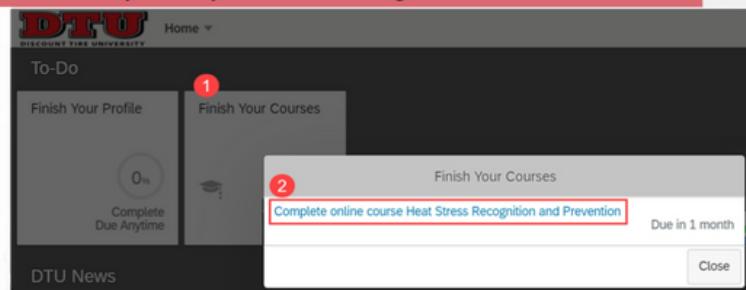


ACCESS TO THE TRAINING MODULES

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: Global Safety Principles: PPE Personal Protective Equipment 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: Global Safety Principles: PPE Personal Protective Equipment 2.0?**
2. How will you make sure your people understand the material in its entirety?