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| **STANDARD OPERATING PROCEDURES** | | | |
| Daily Compliance Audit (Store Safety Audit) | | | |
| Supersedes Policy Dated | **07-19-19** | Revision Date | **07-25-19** |

To: All 4WP Stores

From: Store Operations

Re Policy: **Daily Store Safety Meetings**

**Purpose:** This document is intended to communicate the 4 Wheel Parts policy regarding Daily Store Safety Meetings

**Scope:** We will explain what is expected regarding the store hosting a safety meeting every morning

**Definitions:** For purposes of this document “safety meeting” is defined as a short training session with all employees currently on duty to discuss safety topics

**Requirements:** All 4WP retail locations are required to conduct a safety meeting every morning. The meeting will:

* Include all team members currently clocked in
* Be hosted by the Store Manager or Service Manager (whenever possible). If no Store Manager or Service Manager is present an Assistant Manager or Lead Technician may conduct the meeting
* Be a quick meeting (5 minutes or less) covering 1 or 2 specific topics
* Link to topic will be found in the sharepoint document
* Recorded in the “sharepoint” drive by entering one of the following:
  + SM (Service Manager)
  + M (Store Manager)
  + AM (Assistant Manager)
  + LT (Lead Technician)

**Procedures:** Stores are required to hold a Store Safety Meeting each day at the beginning of the day covering the topic in the sharepoint document corresponding with that day with all employees currently on duty (see image below). After the meeting the host will enter the appropriate initials into the “Daily Compliance Audit” under their store number and current date. The entry into the audit must be completed no later than 9:30am each day. The audit is to be completed every day that the store is open for business.

**Responsibilities :** Failure to follow any/or all guidelines listed above will result in further disciplinary actions up to and including termination. Discipline will be applied to all who participated in the unapproved activity (salesperson, technician, service manager and/or retail manager)