

Safety Communication Training Schedule for Office Employees

Safety communication training should be conducted monthly. To ensure a multitude of safety areas are covered for office employees the following schedule should be used.

JANUARY
Training Topic – Bring in the New Year with Safety
FEBRUARY
Training Topic – Avoid Slips, Trips and Falls
MARCH
Training Topic – The Hazards of Fatigue
APRIL
Training Topic – Emergency Evacuation and Fire Safety
MAY
Training Topic – Electrical Safety
JUNE
Training Topic – Summer Fun
JULY
Training Topic – An Injury-free Office
AUGUST
Training Topic – Hand Hazards
SEPTEMBER
Training Topic – Slips and Falls
OCTOBER
Training Topic – Preventing Strains & Sprains
NOVEMBER
Training Topic – Pretzel Postures Pose Problems
DECEMBER
Training Topic – Holiday Fun, Holiday Stress, Holiday Accidents