**This document is a reference for monthly risk-based training topics to provide to your employees.**

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| *Month* | *Training topic* | *Training to include* | *Related resources* |
| *January* | Bloodborne pathogens | * Risk and routes of exposure * Personal protective equipment * Following universal precautions * Reporting procedures | * [Bloodborne pathogens safety talk](https://www.compsourcemutual.com/knowledge-center/bloodborne-pathogens-safety-talk-2/) |
| *February* | First aid and CPR | * Assessing the situation and recognizing an emergency * Different scenarios that may be faced * Steps to be taken and determining treatment * Standard precautions * Performing CPR | * [What to do in case of an incident safety talk](https://www.compsourcemutual.com/knowledge-center/what-to-do-in-case-of-an-incident-safety-talk/) |
| *March* | Emergency action plan | * Identifying a primary individual to monitor weather conditions and inform employees of potential hazards * Train employees on steps to take and actions to follow in case of an emergency | * [Emergency planning safety talk](https://www.compsourcemutual.com/knowledge-center/emergency-planning-safety-talk/) |
| Slips, trips, falls | * Staff should understand how to recognize, and report slip, trip and fall hazards * Closed toe non-slip shoes should be worn by all staff * Flip flops and high heels should be prohibited * Using appropriate housekeeping practices | * [Common slip trip and fall hazards safety talk](https://www.compsourcemutual.com/knowledge-center/common-slip-trip-and-fall-hazards-safety-talk-2/) |
| *April* | Lifting mechanics | * Manual lifting is a last resort * Lifting devices and machinery should be used when possible * If manual lifting is necessary address proper lifting mechanics, team lifting, etc. | * [Back safety talk](https://www.compsourcemutual.com/knowledge-center/back-safety/) * [Moving and assisting students safety talk](https://www.compsourcemutual.com/knowledge-center/moving-and-assisting-students-safety-talk/) |
| *May* | Hazard Communication | * Training should include the use of safety data sheets (SDS) * Personal protective equipment * Reading labels, tags or signs | * [Chemical handling safety talk](https://www.compsourcemutual.com/knowledge-center/chemical-handling-safety-talk/) * [Reading safety data sheets safety talk](https://www.compsourcemutual.com/knowledge-center/reading-safety-data-sheets-safety-talk/) |
| *June* | *Summer break* | | |
| *July* | *Summer break* | | |
| *August* | Workplace violence | * Staff should understand all protocols for aggressions, physical altercations, and unwanted intruders on the premises * How and who to notify * Security of the building and parking lot safety | * [Workplace violence safety talk](https://www.compsourcemutual.com/knowledge-center/workplace-violence-safety-talk/) * [Aggressive behaviors and violence with students safety talk](https://www.compsourcemutual.com/knowledge-center/aggressive-behaviors-and-violence-with-students/) |
| *September* | Step stool and step ladders | * Staff should understand how to properly use and inspect ladders and stepstools * Never use chairs, desks or shelves in place of * Proper step ladder use and set up * Inspections * Safe positioning | * [Portable step ladder safety talk](https://www.compsourcemutual.com/knowledge-center/portable-step-ladder-safety-talk/) |
| *October* | Lifting mechanics | * Manual lifting is a last resort * Lifting devices and machinery should be used when possible * If manual lifting is necessary address proper lifting mechanics, team lifting, etc. | * [Tips for safe lifting safety talk](https://www.compsourcemutual.com/knowledge-center/tips-for-safe-lifting-safety-talk/) * [Gait belt safety talk](https://www.compsourcemutual.com/knowledge-center/gait-belt-safety-talk/) |
| *November* | Ergonomics | * Avoiding bending and stooping * Set up workstation to be ergonomically correct * Not working in an awkward posture when unnecessary * Taking microbreaks | * [Ergonomics for paraprofessionals safety talk](https://www.compsourcemutual.com/knowledge-center/ergonomics-for-paraprofessionals-safety-talk/) * [Musculoskeletal disorders safety talk](https://www.compsourcemutual.com/knowledge-center/musculoskeletal-disorders/) |
| *December* | Slips, trips, falls- same level | * Staff should understand how to recognize, and report slip, trip and fall hazards * Closed toe non-slip shoes should be worn by all staff * Flip flops and high heels should be prohibited * Using appropriate housekeeping practices * Consider weather conditions that can cause slip hazards | * [Slip trip fall prevention-Office safety talk](https://www.compsourcemutual.com/knowledge-center/slip-trip-fall-prevention-office-safety-talk/) * [Wet and slippery surfaces safety talk](https://www.compsourcemutual.com/knowledge-center/wet-and-slippery-surfaces-safety-talk-2/) |
| This list is not comprehensive - additional OSHA standards may apply to your workplace. Be sure to review OSHA's general industry standards (29 CFR 1910) for other requirements. In addition, section 5(a)(1) of the Occupational Safety and Health Act, known as the General Duty Clause, requires employers to provide their employees with a workplace that is free of recognized hazards likely to cause death or serious physical harm. | | | |

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