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

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| *Month* | *Training Topic* | *Training to Include* | *Related Resources* |
| *January* | Electrical Safety | * Training on expected procedures * Electrical risks * Safe work procedures when working with or around electricity | * [Electrical Shock Safety Talk](https://www.compsourcemutual.com/resources/safety-library/electrical-shock-safety/) * [Tips for Electrical Safety Talk](https://www.compsourcemutual.com/resources/safety-library/tips-for-electrical-safety-2/) * [Basic Electrical Safety Video](https://compsource-mutual-training-library.safetysourceonline.com/video/basic-electrical-safety-1085i-11-min/) |
| *February* | 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. | * [Dollies safety talk](https://www.compsourcemutual.com/knowledge-center/dollies-safety-talk/) * [Back safety talk](https://www.compsourcemutual.com/knowledge-center/back-safety/) * [Material handling on stairs and in tight spaces safety talk](https://www.compsourcemutual.com/knowledge-center/hvac-material-handling-on-stairs-and-tight-spaces/) * [Back Safety: The Basics Video](https://safetysourceonline.com/video/back-safety-the-basics-ss1014de-11-min/) |
| *March* | 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/) * [Eyewash Station Safety Talk](https://www.compsourcemutual.com/resources/safety-library/eyewash-station-safety-talk/) * [First Aid Readiness Safety Talk](https://www.compsourcemutual.com/resources/safety-library/first-aid-readiness-safety-talk/) * [First Aid Video](https://safetysourceonline.com/video/emergency-first-aid-1058i-19-min-2/) |
| Emergency Action Plan | * Identifying a primary individual to monitor weather conditions and inform employees of potential hazards * Identifying a local storm shelter (with directions provided) in the event of anticipated hazardous weather | * [Emergency planning](https://www.compsourcemutual.com/knowledge-center/emergency-planning-safety-talk/) * [Emergency Preparedness and Safe Evacuation Video](https://safetysourceonline.com/video/emergency-evacuation-procedures/) |
| *April* | Fall Protection | * Equipment needed for different types of work * Effective use of equipment * Inspecting equipment * Maintenance and repair of defective or damaged equipment | * [HVAC Fall Protection Safety Talk](https://www.compsourcemutual.com/resources/safety-library/hvac-fall-protection/) * [Fall Protection Video](https://safetysourceonline.com/video/fall-protection/) |
| Housekeeping | * Benefits of good housekeeping on a worksite * How to implement a good housekeeping plan | * [Housekeeping Safety Talk](https://www.compsourcemutual.com/resources/safety-library/housekeeping-safety-talk/) * [Housekeeping: Slips, Trips and Falls Video](https://www.compsourcemutual.com/resources/safety-library/housekeeping-slips-trips-and-fall-prevention/) |
| *May* | Extreme Temperatures | * Include hazards and controls related to working in extreme heat conditions | * [Heat stress safety talk](https://www.compsourcemutual.com/knowledge-center/heat-stress-safety-talk-3/) * [Signs and Prevention of Heat Stress Safety Talk](https://www.compsourcemutual.com/resources/safety-library/heat-stress-safety-talk-2/) * [The Hazards of Energy Drinks Safety Talk](https://www.compsourcemutual.com/resources/safety-library/the-hazards-of-energy-drinks/) * [Heat Stress: Facts & Prevention Video](https://safetysourceonline.com/video/heat-stress-facts-and-prevention/) |
| *June* | Ladders | * Proper ladder use * Inspections * Setting up a ladder * Anchoring * Safe positioning * Considering ground or surface conditions etc. | * [Stepping up portable ladder safety talk](https://www.compsourcemutual.com/knowledge-center/stepping-up-your-portable-ladder-safety/) * [OSHA Ladder Safety Checklist](https://www.compsourcemutual.com/resources/safety-library/osha-ladder-safety-checklist/) * [Ladder Safety Video](https://safetysourceonline.com/video/ladder-safety-8019a-10-min/) |
| Confined Space | * Training on the safe performance of duties before initial assignment * Before a change in assigned duties * Upon a change in operations that presents a new hazard * When there are deviations in procedures, and * When employee knowledge is inadequate; written certification of training is required | * [Confined space HVAC safety talk](https://www.compsourcemutual.com/knowledge-center/confined-space-hvac-safety-talk/) * [Confined Space Entry Video](https://safetysourceonline.com/video/confined-space-entry-ss1055he-10-min/) |
| *July* | Powered Industrial Trucks (Forklift) | * Training specific to equipment being used * Include training on securing, stacking, leveling, traveling with loads etc. * Safety expectations while operating the equipment such as seat belt, speed, how to notify others while traveling, etc. | * [Tips for forklift safety talk](https://www.compsourcemutual.com/knowledge-center/tips-for-forklift-safety-2/) * [Forklift Operator Training Video](https://safetysourceonline.com/video/forklift-operator-training-ss1024ge-18-min/) |
| Hazard Communication | * Training should include the use of safety data sheets (SDS) * Personal protective equipment   Reading labels, tags or signs   * Safe handling and use of material | * [Hazardous material HVAC safety talk](https://www.compsourcemutual.com/knowledge-center/hvac-hazardous-materials/) * [Working with refrigerants safety talk](https://www.compsourcemutual.com/knowledge-center/hvac-working-with-refrigerants/) * [Hazard Communications Video](https://safetysourceonline.com/video/hazardous-communications-english-1035ae/) |
| *August* | Personal Protection Equipment (PPE) | * General and specific PPE utilized by employees during work tasks | * [Personal Protective Equipment: HVAC Safety Talk](https://www.compsourcemutual.com/resources/safety-library/personal-protective-equipment-hvac-safety-talk/) * [PPE: Basic Training Video](https://safetysourceonline.com/video/ppebasic-training-1028b-12-min/) |
| Slips, Trips and Falls – Same Level | * Effective footwear for the job * Using appropriate housekeeping practices * Considering weather conditions that can cause hazardous terrain | * [Common slip trip and fall hazards safety talk](https://www.compsourcemutual.com/knowledge-center/common-slip-trip-and-fall-hazards-safety-talk-2/) * [Preventing Falls Safety Talk](https://www.compsourcemutual.com/resources/safety-library/falls-on-the-same-level/) * [Preventing Slips, Trips & Falls Video](https://safetysourceonline.com/video/preventing-slips-trips-falls-ss2222ae-14-mins/) |
| *September* | Hand and Power Tools | * Inspection of equipment * Maintenance * Lockout/tagout procedures * Personal protective equipment * Cutting tool safety | * [Hand and power tools safety talk](https://www.compsourcemutual.com/knowledge-center/hand-and-power-tools/) * [Cutting Tool Safety Talk](https://www.compsourcemutual.com/resources/safety-library/cutting-tool-safety-talk/) * [Hand & Power Tool Safety Video](https://safetysourceonline.com/video/hand-power-tool-safety-ss1094ie-10-min/) |
| *October* | Machine Guarding | * Effective use of guarding on power tools and equipment such as air nail guns and power saws | * [Machine guarding safety talk](https://www.compsourcemutual.com/knowledge-center/hvac-machine-guarding/) * [Hand and power tool guarding safety talk](https://www.compsourcemutual.com/knowledge-center/hand-and-power-tool-guarding/) * [Machine Guarding & Conveyor Safety Video](https://safetysourceonline.com/video/machine-guarding-conveyor-safety-1003h-12-min/) |
| Driving | * Defensive based training to cover hazards such as inclement weather, distracted driving etc. | * [Cell phone use while driving safety talk](https://www.compsourcemutual.com/knowledge-center/cell-phone-use-while-driving-safety-talk/) * [Defensive driving safety talk](https://www.compsourcemutual.com/knowledge-center/defensive-driving/) * [Severe weather safety talk](https://www.compsourcemutual.com/knowledge-center/severe-weather-safety-talk-2/) * [Choices: Safe Driving Video](https://safetysourceonline.com/video/choices-safe-driving-1078ie/) |
| *November* | HVAC Ergonomics | * Cover appropriate posture and exercises to prevent musculoskeletal disorders | * [HVAC ergonomics safety talk](https://www.compsourcemutual.com/knowledge-center/hvac-ergonomics-safety-talk/) * [Understanding Controlling Ergonomic Risk Factors Video](https://safetysourceonline.com/video/understanding-controlling-ergonomic-risk-factors-4761/) |
| *December* | Welding | * Safe welding practices such as inspection, how to ventilate, flammables, etc. * Hot work safety tips * Personal protective equipment to be worn | * [Tips for welding safety talk](https://www.compsourcemutual.com/knowledge-center/tips-for-welding-safety/) * [Hot Work Safety Talk](https://www.compsourcemutual.com/resources/safety-library/hot-works/) * [Creating Safety In Welding Operations Video](https://safetysourceonline.com/video/creating-safety-in-welding-operations-4760/) |
| 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. | | | | |