

Monthly safety training agenda: Housekeeping



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

<i>Month</i>	<i>Training topic</i>	<i>Training to include</i>	<i>Related resources</i>
<i>January</i>	Lifting mechanics	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Tips for safe lifting safety talk
<i>February</i>	First aid and CPR	<ul style="list-style-type: none"> Assessing the situation and recognizing an emergency Different scenarios that may be faced Steps to be taken and determining treatment Standard precautions Performing CPR 	<ul style="list-style-type: none"> What to do in case of an incident safety talk
<i>March</i>	Emergency action plan	<ul style="list-style-type: none"> Identifying a primary individual to monitor weather conditions and inform employees of potential hazards Identifying a shelter location in the event of anticipated hazardous weather 	<ul style="list-style-type: none"> Emergency planning safety talk
<i>April</i>	Personal protection equipment (PPE)	<ul style="list-style-type: none"> General and specific PPE utilized by employees during work tasks 	<ul style="list-style-type: none"> Personal protective equipment safety talk
<i>May</i>	Bloodborne pathogens	<ul style="list-style-type: none"> Risk and routes of exposure Personal protective equipment Following universal precautions Reporting procedures 	<ul style="list-style-type: none"> Bloodborne pathogens safety talk
<i>June</i>	Slips, trips, falls-same level	<ul style="list-style-type: none"> Effective footwear for the job Using appropriate housekeeping practices Considering weather conditions that can cause hazardous terrain 	<ul style="list-style-type: none"> Common slip trip and fall hazards safety talk

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<i>July</i>	Proper Storage	<ul style="list-style-type: none"> Organizing items in a safe manner Safe shelving setup Safely loading material onto shelves 	<ul style="list-style-type: none"> Proper storage-Custodian safety talk
<i>August</i>	Hazard Communication	<ul style="list-style-type: none"> Training should include the use of safety data sheets (SDS) Personal protective equipment Reading labels, tags or signs Safe handling and use of material 	<ul style="list-style-type: none"> Chemical handling safety talk Reading safety data sheets safety talk
<i>September</i>	Awareness	<ul style="list-style-type: none"> How can safety awareness be improved Pre-planning tasks Accountability for hazards that are identified 	<ul style="list-style-type: none"> Safety awareness safety talk
<i>October</i>	Step Ladders	<ul style="list-style-type: none"> Proper ladder use Inspections Setting up a ladder Safe positioning 	<ul style="list-style-type: none"> Stepping up your portable ladder safety talk
<i>November</i>	Dollies	<ul style="list-style-type: none"> Manual lifting is a last resort Lifting devices and machinery should be used when possible How to safely use a dolly 	<ul style="list-style-type: none"> Dollies safety talk
<i>December</i>	First aid and CPR	<ul style="list-style-type: none"> Assessing the situation and recognizing an emergency Different scenarios that may be faced Steps to be taken and determining treatment Standard precautions Performing CPR 	<ul style="list-style-type: none"> What to do in case of an incident safety talk

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.