

August 2010



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mandatory Training:

Live Fire training or review how to use Fire Extinguishers.

Fire Drill (HTC)

Review Personnel Policies (both Consumer & Team Members), Corporate Compliance Policy, Accessibility Policy, Technology Policy. (Nancy will send around the new Policies and a signature page)

Internal Inspections:

- Fire Extinguishers (initial after checking)
- AED Battery check
- First Aid Boxes
- Emergency Alarms/Exit Lights
- Internal Inspections
- Vehicle Inspection (clean if needed)
- Review Minor Accident/Illness Reports
- Emergency Drill (as needed)

Reminder: Make sure your Safety Manuals are up to date and filled out completely.