

Mandatory Training:

Review General Safety Rules  
& Regulations

Review Emergency Response Plan  
(in general, do not have to perform  
each individual emergency)

C.O. Tests on Forklifts (if it hasn't  
been done for 4th quarter)

Air & Sound Emissions Tests (if it  
hasn't been done for 4th quarter)

Safety Committee Meets this  
quarter

Fire Drill (HTC) (and any other  
Division that hasn't had two Fire  
Drills this year.)

Turn time studies into Office  
Support Generalist

Internal Inspections:

Fire Extinguishers  
AED Battery check  
First Aid Boxes  
Emergency Alarms/Exit Lights  
Internal Inspections  
Vehicle Inspection  
Review Minor Accident/Illness  
Reports  
Emergency Drill (as needed)  
Emissions Tests

# December 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 ODC Closed	24 ODC Closed	25
26	27	28	29	30	31	

Since Christmas is on a Saturday the days the ODC is closed may be different than what I have on this calendar.