

May 2008

Mandatory Training:

Review Alcohol & Drug Abuse Policy
(Just need to fill out Form 16, not an acknowledgement page)

Prevailing Wage Surveys due in June

All Time Studies are due to Office Support Generalists in June

Reminder: Schedule a Safety Committee Meeting this Quarter

Review Personnel/Corporate Compliance and Accessibility Policies for any suggested changes (No need for Form 16, Nancy will send around a sign off sheet)

Tornado Drill

Flood Safety Review

Fire Drill (HTC)

Internal Inspections:

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Crookston Truck Load Sale Starts	2	3
4	5 CPR/First Aid Buhl 12:30-3:30	6 Buhl Case File Review	7	8 Crookston Case File Review	9	10
11	12	13	14	15	16	17
18	19	20	21 Crookston CPR/First Aid (Two Classes)	22	23	24
25	26  ODC Closed	27	28	29	30	31