

May 2010



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

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
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 ODC Closed 					