


September 2010



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

Mandatory Training:

Review Chemical Spills Safety

Review AWAIR program

Vehicle safety training for staff, review how to work equipment on bus (if you have one) and safe operations of all ODC vehicles. Send Form 16 to Kristie so training gets recorded.

C.O. Tests on Forklifts (for 3rd quarter)

Air & Sound Emissions Tests (for 3rd quarter if you haven't done them yet)

Fire Drill (HTC) - All other Divisions need two per year.

Safety Committee Meets (if they haven't met this Quarter)

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)

Emissions Tests (if needed)