

Holiday Lake 4-H Educational Center  
Annual Safety Training Program

<b>Month</b>	<b>Department(s)</b>	<b>Activity</b>
January	Any staff using tools on the property	General tool use safety & safety gear
	All dept. heads	Safety focus during monthly staff meeting
February	Any staff using power tools (very limited)	Power tool safety, <b>restriction on table saw, Facilities Manager only</b>
	Program	External ropes course inspection and training updates for course manager and lead instructors (can fluctuate dependant on vendor's schedule)
	All dept. heads	Safety focus during monthly staff meeting
March	Food Service	General sanitation & equipment handling update; food handling update; MSDS training
	Maintenance	Lawn equipment safety, MSDS training
	Any interested staff, some required	First Aid, CPR, & AED update available (could roll over to April)
	All dept. heads	Safety focus during monthly staff meeting
April	Maintenance & Program	Ladder safety
	All dept. heads	Safety focus during monthly staff meeting
May	Program	General tool use safety, job area specific training; safety gear
	Summer Staff	First Aid, CPR, & AED update available; proper lifting and carrying techniques; driving safety for applicable staff
	All dept. heads	Safety focus during monthly staff meeting
June	Waterfront & Program	Waterfront policies and procedures; MSDS Training
	All staff	Safety equipment inventory
	Maintenance & Program	General tool safety training/update
	All dept. heads	Safety focus during monthly staff meeting

<b>Month</b>	<b>Department(s)</b>	<b>Activity</b>
July	Food Service	General sanitation update; food handling & equipment update
	Program	In-services in job areas ie: waterfront & ropes course
	Maintenance	Lawn equipment safety
	All dept. heads	Safety focus during monthly staff meeting
August	Program	In-services in job areas ie: waterfront & ropes course
	All dept. heads	Safety focus during monthly staff meeting
September	Maintenance & Food Service	MSDS update
	All dept. heads	Safety focus during monthly staff meeting
October	Food Service	General sanitation update; food handling & equipment update
	All dept. heads	Safety focus during monthly staff meeting
November	All applicable staff	Driver safety update
	All Staff	Emergency preparedness update
	All dept. heads	Safety focus during monthly staff meeting
December	All staff	Proper lifting and carrying techniques
	All staff	Safety equipment inventory
	All dept. heads	Safety focus during monthly staff meeting

All training must be documented and copies given to the Center Director for filing.

Holiday Lake 4-H Educational Center

Safety Training Documentation

Department \_\_\_\_\_

Date: \_\_\_\_\_

<b>Topic(s) covered</b>	<b>Staff member receiving training</b>	<b>Trainees initials:</b> <i>By initialing you confirm that you received this training and understand what was presented</i>