**Sample Safety Training Planning Calendar**

Here’s a useful tool to help you get a head start with planning your safety and health training activities for the coming year. First fill in programs you have scheduled—perhaps cold weather hazards in January, or something on off-the-job safety at the beginning of vacation season. Then take a look at the list of topics and tentatively assign the ones you want to cover to appropriate months. You’ll want to add others relating to your specific operation. (Note: your community

or state may have “special emphasis” days or weeks that could be the basis for a health or safety activity.)

Be sure you spread them out fairly evenly, and then jot them in the calendar in pencil. (Remember that this must be a flexible plan, since you’ll have to accommodate occasions requiring training that come up during the year—like new processes or equipment.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Monthly Training Topic** |  | **Topics to Consider** |  |
|  |  |  |  |  |  |  |
| **January** |  |  |  | Electrical Safety\* |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **February** |  |  |  | Lifting, Material Handling\* |  |
|  |  |  | Heart Month˚ |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **March** |  |  |  | Chemical Handling\* |  |  |
|  |  |  | Poison Prevention Week˚ |  |
|  |  |  |  |  |
|  |  |  |  | Save Your Vision Week˚ |  |
| **April** |  |  |  | Safe Driving\* |  |  |
|  |  |  | Cancer Control Month˚ |  |
|  |  |  |  |  |
|  |  |  |  | Welding Month˚ |  |  |
| **May** |  |  |  | Industrial Hygiene\* |  |  |
|  |  |  | Mental Health Month˚ |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
| **June** |  |  |  | Ergonomics\* |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **July** |  |  |  | Fall Prevention\* |  |  |
|  |  |  | Recreation & Parks Month˚ |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
| **August** |  |  |  | PPE\* |  |  |
|  |  |  | Eye Exam Month˚ |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **September** |  |  |  | Job Safety Analysis\* |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **October** |  |  |  | Fire Safety\* Fire Prevention Week˚ |  |
|  |  |  | AIDS Awareness Month˚ |  |
|  |  |  |  |  |
|  |  |  |  | Disability Employment Month˚ |  |
| **November** |  |  |  | Forklifts\* |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **December** |  |  |  | Substance Abuse\* |  |  |
|  |  |  | Drunk/Drugged Driving Awareness |  |
|  |  |  |  |  |
|  |  |  |  | Month˚ |  |  |
|  |  |  |  | **\*** National Safety Council Suggestion |  |
|  |  |  |  | **˚** National, Organizational, or Professional Observance |  |
| Access to Records | Good Housekeeping | Fall Protection | Ladders and Scaffolds | Off-the-Job Safety | Spills |  |
| Bloodborne Pathogens | Electrical Safety | Fire Extinguishers | Lockout/Tagout | Process Safety | Stress |  |
| Confined Spaces | Emergency Procedures | First Aid | Machine Guarding | Protective Clothing | Substance Abuse |  |
| Flammable Liquids | Ergonomics | Hazardous Chemicals | Material Handling | Respirator Fit and Use | Welding Safety |  |
| Defensive Driving | Eye Protection | Hazardous Waste | Medical Surveillance | Safe Lifting | Workers’ Comp |  |
|  |  | Hearing Conservation | MSDSs & Labels |  |  |  |