Safety Training Discussion Points

SAFETY TRAINING DISCUSSION POINTS – CORPORATE OFFICE

Familiarize and post EAP in each office

Post building floor plans by exits (?)

Retain the EAP, Critical Incident Response Guide, and green/red window sign in a safe, but readily available place.

Equip each office with a bottle of water and a snack.

Locate First Aid Kits: Construction Dept: Under Sink / Marketing -Real Estate: Break Room Upper Level: Break Station near Accounting

Assess the level of supplies on a monthly basis (put Outlook reminder on calendars); fill out First Aid / PPE Supply Requisition Form in the Safety Portal

Locate the Knox Box on site so you can provide information if needed to emergency personnel.

Hold mock emergency drills to enact response and make modifications as necessary.

Hold mock emergency drills semi-annually. (1) Tornado in April during Tornado Safety Week (1) Fire in October

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