

SAFETY IN SERVICE 2005

(More Information to follow)

All Classified Staff

Session I: 7:30 a.m. to 11:00 a.m. Session II: 12:30 p.m. to 4:00 p.m.
(The sessions are repeat sessions and will cover the same topics)

Where: Truman Middle School Date: July 21, 2005

Tentative Topics:

Self Defense

(for those who work alone, i.e., Custodial, Child Nutrition)

1st Aid/CPR

Stress Management

(Back by popular demand)

Gang Awareness

Disaster Preparedness

(Be ready for the BIG one)

Fire Prevention

(Hands on training on how to prevent and put out fires)

Defensive Driver Training Program

Ergonomics

(Bending/Lifting techniques; prevent carpel tunnel)

Customer Service – What is Excellent Customer Service
(Who is the customer; 10 dimensions of customer service)

 Yes, I will be attending No, I am unable to attend

Name _____ Dept. _____

If you plan to attend what size T-Shirt do you want: (Please circle one)

S M L XL XXL XXXL

RETURN THIS PORTION TO RISK MANAGEMENT BY July 7, 2005

Contact your site supervisor to sign up and be placed on the attendance list. Employees who attend will receive a T-shirt. Please indicate your preference when you sign up. Please call Risk Management at 357-5000 Ext. 7286 if you have any questions.