

# 2021 MONTHLY SAFETY MEETING PLAN

## ➤ Office Safety ◀

1 <sup>st</sup> Quarter	
January	Coronavirus: Industry   Social Distancing
February	Office Safety   Lifting and Carrying
March	Home & Holiday   Daylight Saving Time *

\*Daylight Saving Time starts Mar 14, so this topic should be delivered earlier in the month

3 <sup>rd</sup> Quarter	
July	Office Safety   Workplace Violence
August	Office Safety   Computer Vision Syndrome
September	Office Safety   Ladders

2 <sup>nd</sup> Quarter	
April	Office Safety   Step Stools
May	Office Safety   Ergonomics
June	Office Safety   Fire Extinguisher Use

4 <sup>th</sup> Quarter	
October	Office Safety   Slips, Trips and Falls
November	First Aid   First Aid Steps
December	Office Safety   Stairways

Use this safety meeting plan as a guide but consider exchanging or adding additional topics to customize this schedule to better suit the needs of your team.