



To: ALL EMPLOYEES

From: Jerald Uptain

Date: August 30, 1996

Interoffice
Communication

Subject: **REVISED 1996 SAFETY TRAINING SCHEDULE**

Attached is the newest version of the 1996 Safety Training Schedule. The latest change swaps the months assigned for Forklifts and Fire Training.

The Safety Training Schedule was developed to facilitate completion of the computer-based safety training subjects by the end of the year. Employees must complete all lessons applicable to their job classification. Also, affected employees must complete the following three lessons before attending hands-on skills demonstrations scheduled for September, October, and November:

Fire Protection/Fire Extinguisher

Powered Industrial Vehicles: Forklifts

Respiratory Protection

If you have questions about the schedule, feel free to ask for help from the Safety Department.

A handwritten signature in black ink, appearing to read "Jerald Uptain", written over a horizontal line.

Jerald Uptain

Posting Date 9-3-96
Removal Date 12-31-96