

Safety Training Schedule for Manufacturing Teams

Dear Manufacturing Team,

We are committed to ensuring a safe working environment for all employees. As part of our ongoing safety training program, please find below the schedule for upcoming safety training sessions:

Training Schedule

Date	Time	Topic	Instructor
March 1, 2024	9:00 AM - 11:00 AM	Personal Protective Equipment (PPE)	John Smith
March 8, 2024	1:00 PM - 3:00 PM	Hazard Communication	Jane Doe
March 15, 2024	10:00 AM - 12:00 PM	Emergency Procedures	Mike Johnson

Please make every effort to attend these important sessions. Your participation is vital in maintaining our safety standards.

If you have any questions, feel free to reach out to the Safety Coordinator at safety@manufacturing.com.

Thank you for your commitment to safety.

Best Regards,
The Safety Team