

Workplace Safety Training Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda Outline

1. **Welcome and Introduction**
 - Overview of Training Goals
 - Introduction of Trainers
2. **Safety Policies and Procedures**
 - Review Workplace Safety Policies
 - Discuss Emergency Procedures
3. **Hazard Recognition**
 - Identifying Common Workplace Hazards
 - Mitigation Strategies
4. **Personal Protective Equipment (PPE)**
 - Types of PPE
 - Proper Use and Maintenance
5. **Accident Reporting and Response**
 - Reporting Procedures
 - Response Protocols
6. **Question and Answer Session**
7. **Wrap-Up and Evaluation**
 - Review Key Takeaways
 - Feedback and Evaluation Forms

Thank you for your commitment to workplace safety!