**MEMORANDUM**

**TO: ALL EMPLOYEES**

**RE: IMPORTANT OSHA REFRESHER TRAINING INFORMATION**

This memo is to provide OSHA required refresher training on **Emergency Evacuation Procedures, Fire Extinguisher Usage and Bloodborne Pathogens**. This information is provided annually to employees as an important safety reminder for those who have previously attended the trainings or received the information at new hire orientation.

**Emergency Evacuation:** Upon sounding of alarm or need to evacuate, employees without pre-defined responsibilities are required to evacuate the building through the most immediate egress and proceed to the assembly point for attendance. **THERE IS NO EXCEPTION TO THIS REQUIREMENT.**

The assembly point is located .

**Fire Extinguishers:** Are to be used only by employees who feel comfortable doing so on small incipient stage fires. Important fire extinguisher considerations include:

Call 911 Have a safe escape route Pull pin and test extinguisher

Aim at base of fire and sweep side to side until extinguisher is empty.

**Bloodborne Pathogens:** Employees are to avoid contact with blood and other potentially infectious materials. Exposure could result from assisting an injured person or from other inadvertent contact.

Bloodborne Pathogens (BBP) safety considerations:

Treat all blood as infectious (Universal Precautions)

Utilize the BBP response kit prior to providing 1st aid or cleaning contaminated surfaces. Included is all necessary Personal Protective Equipment and material to safely clean spill. BBP kits are located with First Aid kits.

Immediately notify your supervisor in the event of any exposure incident.

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**Employee Signature**

If you have questions or need information contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_