



ACME Voyages - Health & Safety Training Documents

1. Training Notice

All ACME Voyages staff are hereby informed that a ****Health & Safety Training Programme**** will be conducted on ****15th October 2025**** at the ACME Delhi Office. The training will include sessions on first aid, workplace safety, fire safety, and cultural awareness while dealing with international clients.

2. Training Agenda

Time	Session
10:00 - 10:30	Introduction & Safety Policy Overview
10:30 - 11:30	First Aid Basics (CPR, Wound Care)
11:30 - 12:00	Fire Safety Drill & Evacuation
12:00 - 01:00	Workplace Ergonomics & Stress Management
02:00 - 03:00	Cultural Sensitivity & Client Interaction
03:00 - 04:00	Open Q&A and Feedback

3. Attendance Sheet

SR. No.	EMPLOYEE NAME	DEPARTMENT	SIGNATURE
1			
2			
3			
4			
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4. Minutes of Meeting (MOM)

- Training conducted successfully with participation as per attendance.
- First aid session included live demonstration of CPR techniques.
- Fire drill highlighted the need for clearer signage in evacuation routes.
- Employees requested more frequent stress management workshops.
- Management agreed to arrange refresher training every 6 months.

5. Newsletter Snippet (Will circulate with our newsletters).

****ACME Staff Newsletter: October 2025 Edition****

We are proud to share that our Health & Safety Training session was completed with great enthusiasm. Employees learned valuable first aid skills, fire safety procedures, and cultural sensitivity practices. This marks another step towards building a safe and supportive workplace.