**XXXX年度安全培训计划表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **培训内容** | **培训对象** | **培训时间计划表** | | | | | | | | | | | | **课时** | **费用** | **备注** |
| **一月** | **二月** | **三月** | **四月** | **五月** | **六月** | **七月** | **八月** | **九月** | **十月** | **十一月** | **十二月** |
| 1 | 灭火器的使用 | 全体员工 | ✓ |  |  |  |  | ✓ |  |  |  |  | ✓ |  | 2小时 | 170元 | 两个灭火器 |
| 2 | 起初火灾的灭火方法 | 全体员工 |  |  | ✓ |  |  |  |  |  | ✓ |  |  |  | 2小时 | 150元 | 柴油10厅 |
| 3 | 岗位技能培训 | 相关人员 |  |  | ✓ | ✓ | ✓ |  |  | ✓ | ✓ | ✓ |  |  | 4小时 | 100元 | 现场 |
| 4 | 消防演习 | 全体员工 |  |  |  |  |  |  |  |  |  | ✓ |  |  | 6小时 | 500元 | 现场 |
| 5 | 消防知识培训 | 全体员工 | ✓ |  | ✓ |  | ✓ |  | ✓ |  | ✓ |  | ✓ |  | 3小时 | 120元 | 办公室 |
| 6 | 信息安全知识培训 | 全体员工 |  | ✓ |  | ✓ |  | ✓ |  | ✓ |  | ✓ |  | ✓ | 4小时 | 120元 | 办公室 |
| 7 | 信息安全操作培训 | 相关人员 |  |  | ✓ |  |  |  | ✓ |  |  |  | ✓ |  | 4小时 | 170元 | 现场 |
| 8 | 公司保密制度培训 | 全体员工 | ✓ |  |  |  | ✓ |  |  |  | ✓ |  |  |  | 3小时 | 120元 | 办公室 |
| 9 | 信息安全政策法规培训 | 全体员工 |  | ✓ |  |  |  | ✓ |  |  |  | ✓ |  |  | 2小时 | 120元 | 办公室 |
| 10 | 劳动法规基础知识 | 全体员工 |  |  | ✓ |  |  |  | ✓ |  |  |  | ✓ |  | 3小时 | 120元 | 办公室 |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

核准/日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 审批/日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 编制/日期：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_