

# Email Templates for International Manual Handling Day

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## Template 1: MHD Announcement Email

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**Subject:** 🏗️ Join Us for International Manual Handling Day - July 22!

Dear Team,

We're excited to announce that our company will be participating in **International Manual Handling Day** on **July 22, 2025!**

This global initiative promotes workplace safety and proper lifting techniques. As part of our commitment to your health and safety, we'll be hosting special activities and training sessions.

**What to Expect:** - Manual handling safety training - Fun workplace activities and competitions - Safety equipment demonstrations - Team building exercises focused on safety

**Why This Matters:** - 21% of workplace injuries are caused by improper manual handling - Proper techniques can prevent back injuries and save lives - Together, we can create a safer workplace for everyone

Mark your calendars and get ready to lift safely!

Best regards, [Your Name] HR Department

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## Template 2: Training Invitation Email

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**Subject:** 📖 Mandatory Manual Handling Training - July 22

Dear [Employee Name],

You are invited to attend our **Manual Handling Training Session** as part of International Manual Handling Day celebrations.

**Session Details:** - Date: July 22, 2025 - Time: [Insert Time] - Location: [Insert Location]  
- Duration: 2 hours

**What You'll Learn:** - The Ten Commandments of Manual Handling - Proper lifting techniques - Risk assessment procedures - When and how to use lifting aids

**Please Note:** - Attendance is mandatory for all employees - Comfortable clothing recommended - Certificate of completion will be provided - Light refreshments will be served

Please confirm your attendance by replying to this email.

Thank you for prioritizing workplace safety!

[Your Name] HR Department

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## Template 3: Activity Participation Email

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**Subject:** 🎯 Join Our MHD Safety Challenge!

Hi Everyone,

Get ready for some fun! We're organizing exciting activities for International Manual Handling Day:

🏆 **Activities Include:** 1. **Safety Scavenger Hunt** - Find safety equipment around the office 2. **"Lift with Your Legs" Competition** - Show off your proper technique 3. **Safety Bingo** - Complete safety tasks throughout the day 4. **Manual Handling Trivia** - Test your safety knowledge 5. **Team Lifting Challenge** - Work together safely

**Prizes Available:** - Safety equipment packages - Extra vacation days - Gift vouchers - Recognition certificates

**When:** July 22, 2025 **Where:** [Location] **Time:** [Time]

Let's make workplace safety fun and memorable!

Sign up by replying to this email.

Stay safe, [Your Name]

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## Template 4: Post-Event Thank You Email

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**Subject:** 🙏 Thank You for Making MHD a Success!

Dear Team,

What an amazing International Manual Handling Day we had! Thank you all for your enthusiastic participation and commitment to workplace safety.

**Event Highlights:** - 100% participation in safety training - [Number] employees certified in manual handling - Zero incidents during activities - Great teamwork and safety awareness

**Key Takeaways:** - We're all responsible for workplace safety - Proper techniques prevent injuries - Safety can be fun and engaging - Together, we create a safer workplace

**Moving Forward:** - Apply what you learned in daily work - Continue using proper lifting techniques - Report any safety concerns immediately - Help new employees learn safe practices

Remember: Every day is a good day to practice safe manual handling!

Thank you for making our workplace safer.

Best regards, [Your Name] HR Department

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## Template 5: Reminder Email

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**Subject:** 🕒 Reminder: Manual Handling Training Tomorrow!

Hi [Employee Name],

Just a friendly reminder about tomorrow's Manual Handling Training session:

**Tomorrow - July 22, 2025** - Time: [Insert Time] - Location: [Insert Location] - What to bring: Just yourself and a positive attitude!

**Quick Prep:** - Wear comfortable clothing - Bring any questions about workplace lifting - Be ready to participate in practical exercises

See you there!

[Your Name] HR Department

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*These email templates are provided free for International Manual Handling Day. Feel free to customize them for your organization and use the MHD logo in your communications.*