

SC014 Health and Safety - Office Safety Training

Course Outline:

This short course is specifically designed to cover the requirements of the local Occupational Health and Safety Legislation in relation to office premises. Attendees will be given advice and guidance on legal requirements related to office safety, preventing accidents and providing welfare.

Specifically designed for any person who works in an office environment

Who May Apply?

Employers

Workers

Supervisors

Anyone who works within an office environment

Learning Objectives:

- Accident Prevention
- Occupational Health and Safety Legislation with regards to Workstations
- Principles of Risk Assessments
- Fire Safety and First Aid Principles
- Explanation of common signage
- Manual Handling
- Ergonomics
- General Work Place safety examples and group work

Course Structure:

4 hours of Theory

No Practical

Certification:

An attendance certificate will be given to all attendees.

This does not have an expiry date however we suggest that a refresher course is taken to keep up-to-date with any changes mainly regarding regulations and practical guidelines.