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OFFICE SAFETY

Thousands of working days are lost

Every year due to accidents in the office

Employers have a duty to protect office workers from a number of hazards, ranging from slips, trips and falls to risks caused by using computer screens.

Course objectives

This one-day introductory course is specifically designed to cover the requirements of the Health & Safety at Work Act in relation to office premises. The Act requires employers to take active measures to ensure a safe place of work and to provide information and training to staff. Delegates will be given advice and guidance on legal requirements relating to office safety, preventing accidents and providing welfare facilities.

Course content

The course programme is detailed overleaf and includes:

- Accident prevention
- Legislation
- Risk control
- Fire Safety
- Safe use of computers
- Workplace safety

Who should attend?

The course is ideal for people involved in office safety, including:

- Managers
- Supervisors
- Team leaders
- Safety professionals
- Safety representatives
- Occupational health professionals
- Human resources professionals

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Course Programme

Accident Prevention and Reporting
Provides an understanding of accidents and their costs – including effects, definitions and ratios, causes, how to report accidents and why you should.

Law
An overview of the main elements of health and safety legislation – including criminal and civil law, the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

Risk Assessment
Guidance on the risk assessment process – including hazard identification, stages of risk assessment and risk control measures.

Fire Safety
Offers an understanding of fire prevention in the workplace – including fire escape routes, action to be taken in the event of a fire, fire losses prevention and fighting

Manual Handling
An overview of the causes of manual handling injuries, particularly back injuries, in the workplace and safe manual handling techniques.

Safe Working with Computers
A look at health concerns and legislative requirements covering the use of computers in the office – including an overview of a display screen equipment risk assessment and correct computer posture.

Chemical Safety
An introduction to chemical safety in the workplace – including hazard symbols and routes of entry.

Workplace Safety
Covers issues to be considered in the workplace – including heating and lighting, ventilation and walkways.