

# OFFICE SAFETY



## Introduction

This module covers which hazardous risks effect office workers in their day to day working activities.

## Course Overview

Office workers often think Health & Safety rules don't apply to them. This course will provide top tips on the hazards workers need to look out for in an office environment.

At the end of the course, trainees will be able to:

- » Understand general fire safety regulations
- » Use effective manual handling techniques
- » Recognise the importance of computer safety
- » Assess, avoid and reduce the risk of slips, trips and falls
- » Recognise the importance of electrical awareness
- » Understand general office safety practices.

## Course chapters

### 1. Fire safety

This section will cover what you should and should not do in an emergency situation and how you can use good housekeeping practises to reduce the risk of a fire.

### 2. Manual handling

This section will cover what the safest way to lift is as well as good and bad examples of manual handling practise.

### 3. DSE

Find out what the hazards and risks of working with display screen equipment are.

### 4. Slips, trips and falls

Find out how you can prevent and avoid slips, trips and falls.

### 5. Electrical Awareness

This section will cover the hazards and risks of working with electrical equipment.

### 6. Office security

Find out how you can protect yourself and your organisation.

## Who will it benefit?

This course is designed for those who want to learn about the hazards workers need to look out for in an office environment.

