

## Office Safety

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| <b>Duration</b>      | 1 Day   |
| <b>Target group</b>  | This course is designed for all office personnel from hotels, banks, administration etc.  |
| <b>Prerequisites</b> | All delegates must be in possession of a valid medical certificate.   |
| <b>Objective</b>     | During the course delegates will gain a basic level of understanding of company's safety policy, employees responsibilities, fire precaution, emergency evacuation and first aid.   |
| <b>Contents</b>      | <ul style="list-style-type: none"><li>Introduction and Definition of Hazards &amp; Risks</li><li>Accidents Prevention</li><li>Management of Safety</li><li>Company Organization and Responsibilities</li><li>Office Environment and Ergonomics</li><li>Equipment and Materials</li><li>Services and Amenities</li><li>Electrical Appliances</li><li>House Keeping</li><li>Fire Precaution and Emergency Procedures</li><li>First Aid and Occupational Health</li><li>Contractors / Visitors</li><li>Practical Safety Inspection</li></ul> |
| <b>Exam</b>          | N/A   |