

OBSMY035

Office Safety

Duration	1 Day
Target group	This course is designed for all office personnel from hotels, banks, administration etc.
Prerequisites	All delegates must be in possession of a valid medical certificate.
Objective	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.
Contents	<p>Introduction and Definition of Hazards & Risks</p> <p>Accidents Prevention</p> <p>Management of Safety</p> <p>Company Organization and Responsibilities</p> <p>Office Environment and Ergonomics</p> <p>Equipment and Materials</p> <p>Services and Amenities</p> <p>Electrical Appliances</p> <p>House Keeping</p> <p>Fire Precaution and Emergency Procedures</p> <p>First Aid and Occupational Health</p> <p>Contractors / Visitors</p> <p>Practical Safety Inspection</p>
Exam	N/A