

OBSMY036

## Office Safety Awareness

<b>Duration</b>	Approx. 60 minutes
<b>Target group</b>	This course is designed for any employees working in an office environment.
<b>Prerequisites</b>	All delegates must be in possession of a valid medical certificate.
<b>Objective</b>	On completion of this course, delegates will understand the causes and effects of accidents. They will also gain knowledge of specific topics such as first aid, fire safety and electrical equipment precautions, and improve their safe working practices in the office.
<b>Contents</b>	<p>Understand the basic reasons for adopting a safety culture within an office environment including accident prevention and the need for good housekeeping</p> <p>Understand the key points about risk assessments</p> <p>Have a general understanding regarding fire prevention, recognise the various types of fire extinguisher and what actions to take immediately on hearing a fire alarm</p> <p>Be familiar with the manual handling regulations</p> <p>Appreciate the hazards posed by office equipment with particular emphasis on electrical safety precautions and VDU workstations.</p>
<b>Exam</b>	N/A