

COURSE CONTENT OVERVIEW

# Office Safety



This Office Safety course provides an introduction to the most common health and safety hazards found in office environments. The course aims to help workers understand where the risks to health and safety are likely to occur and how to carry out work activities safely, and adopt the right behaviours, to prevent injury or ill-health. By the end of this course, office workers should feel confident to identify hazards, work safely and comply with health and safety law.

#### **Module One: Introduction to Office Health and Safety**

This module explains why adhering to health and safety rules and regulations is important and beneficial for office environments. The module also introduces the most common safety hazards.

- Statistics
- Benefits of health and safety
- Health and safety law
- Employer and employee responsibilities
- Types of office hazards

#### **Module Two: Slips, Trips and Falls, Electrical Safety and Fire Safety**

This module helps learners to recognise where slip, trip and fall risks may present themselves in an office and how to reduce their likelihood. The module also teaches learners the basics of electrical safety, fire prevention and fire safety signs.

- Slips and trips
- Electrical safety
- Fire safety

#### **Module Three: Manual Handling, Hazardous Substances and Display Screen Equipment**

This module explains how to handle objects and chemicals safely so as to prevent injury or ill-health. The module also looks at how wellbeing can be affected by having a poorly set-up computer workstation and how this can be managed.

- Manual handling
- Hazardous substances
- Display screen equipment

#### **Module Four: Stress, Welfare Provisions and First Aid**

This module explains how work activities and relationships can affect people's mental health and wellbeing and provides tips for managing this. The module also looks at the welfare provisions that need to be in place in an office and what employees' responsibilities are towards workplace first aid.

- Work-related stress
- Mental health
- Noise, lighting and heating
- Workplace first aid
- Recording accidents

## Aims of the training

By the end of this course, learners will:

- Understand why health and safety rules and regulations are important for office workplaces.
- Recognise their health and safety responsibilities and understand where common office safety hazards can be found.
- Understand how to prevent and manage slips, trips and falls in the office.
- Know how to use electrical equipment safely and prevent workplace fires from starting.
- Understand the importance of carrying out manual handling and chemical handling activities with care.
- Know how to set up a desk or computer workstation ergonomically so as to prevent discomfort.
- Understand more about how to prevent workplace stress.
- Understand the first aid requirements of an office and recognise why it's important to report workplace accidents and injuries.