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 examplesof 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.

How it works?

Office Safety is delivered online as an interactive course to each trainee on their computers, or portable device at any internet enabled location. The interactive course is engaging, informative and exciting to use. Using up-to-date, modern graphical images, users will be faced with a selection of interactive elements and mini quizzes to test their knowledge.

Users will receive informative advice and guidance and will be tested on their understanding of the subject at the end of the course by completing the compulsory self-test.

This course also features a risk checklist which asks the user a series of questions relating to their current working environment.

Course Format: Interactive
Running Time: 30-35 minutes
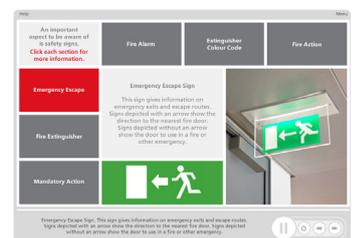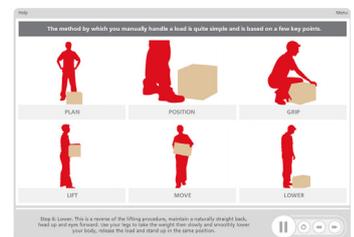
Technical Information

Internet Access: Users will need a computer or apple device with a web browser and an internet connection to access Safety Media e-Learning Solutions.

Minimum Recommended Bandwidth: 2Mbs

Software:
One of the following web-browsers:

Windows: Internet Explorer
    » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

OS X: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

IOS: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Android: » Latest versions as maintained and supported by the manufacturer
    » Google Chrome

Adobe Reader or Reader DC (for viewing of PDF documents downloadable from the solution where applicable)

Plug-ins » Flash player: Version as recommended by Adobe
Settings » Enable JavaScript
    » Allow cookies

Hardware
Processor: 600MHz
Minimum Hard Disk Space Required: 1GB
RAM: OS Dependent

Audio
The courses contain audio, system requirements for running the courses are browser dependent. Where no enabled audio device is detected and the browser defines that this is required the user will be informed via an error message window upon launching the course.

For more information, please visit our website.

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