



Arabian Institute For Training

Workplace Safety

INTRODUCTION

- Safety awareness and training has generally focused on the shop floor industrial worker and largely ignores the office worker. An office is not the most hazardous environment to work, but it is a place of work where accidents can happen. Since one third of the work force is in offices, even low rates of work-related injuries and illnesses have an impact on employee safety and health. Office staff should be aware of the hazards involved within their office environment so that they can take the necessary measures to avoid accidents and thus maintain their own quality of life and heightened productivity that will promote their company.

OBJECTIVES

On completion of this online training course, the participants will gain an understanding of:

- The reasons for good Health and Safety control
- The importance of incident reporting
- What is computer Safety (DSE)
- Safe methods of Manual Handling in the office
- Stress on the individual and the company
- Slips, Trips and Falls and how this can be minimised
- Electrical Safety in the office
- Fire Safety
- Emergency preparedness
- The everyday hazards in the office

TRAINING METHODOLOGY

- This online training course will utilize a variety of proven online learning techniques to ensure maximum understanding, comprehension, retention of the information presented. The training course is conducted Online via an Advanced Virtual Learning Platform in the comfort of any location of your choice.

WHO SHOULD ATTEND?

- Health, Safety, Security and Environment Professionals
 - Directors, Departmental heads, HSSE managers
 - All office staff
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Course Outline

Health and Safety Foundations

- Meanings and definitions
- Moral, Social and Economic reasons for Health and Safety
- Health and Safety Responsibilities
- Regulations for Health and Safety

Management of Health and Safety

- Policy
- Organisation
- Planning and Implementation
- Control
- Incident Reporting and investigation
- Inspections
- Developing an effective safety culture
- Control
- Communication
- Co-operation
- Competence

Occupational Health

- Ergonomics
- Safety with computers
- Computer workstations
- Work Related Upper Limb Disorders
- Manual Handling
- Stress
- Smoking

Common Hazards in the Office

- Chemicals
 - Safe use of Electricity
 - Portable Appliance Testing
 - Slips, Trips and Falls
 - Lighting
 - Noise
 - Shelving
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Emergencies

- Fire Causes
- Fire Propagation
- Fire Extinguishers
- Emergency Plans
- Fire Wardens
- Evacuation plans and routes
- Course evaluation and review



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