



Office Safety Course

This Office Safety course provides learners with an introduction to the common safety hazards that can be found in an office environment. The course explains how to identify health and safety risks and details what office employees can do to prevent their work tasks and behaviours from causing harm.

DURATION

3 Hours

LANGUAGE

English

COURSE CODE

OF-110323

Office Safety Course

Course Content

The syllabus focuses on:

- Introduction to Office Health and Safety & Legal Responsibilities
- Slips, Trips and Falls
- Electrical Safety
- Manual Handling (include a demo of correct posture)
- Management of Hazardous Substances
- Good Ergonomic Workstation Set up in office and work from home.
- Work- related Stress and Mental Health (include a self-stress assessment)
- Introduction to Total WSH
- Safe handling of Office Equipment
- Indoor Air Quality and Sick Building Syndrome
- Fire Safety and Prevention
- First Aid & Emergency Response
- Near Miss & Incident Reporting

Who Should Attend

- This Office Health and Safety course is suitable for anyone who works in an office workplace, including managers, supervisors, full-time and part-time employees. The course is designed at an introductory level and so no pre-requisite training or knowledge is required.

Method of Study

- Face-to-face workshop with active and interactive learning environment.

Assessment

- Online Assessment is taken on completion of the training. It consists of 15 multiple choice questions with a pass mark of 80%.

Certificate

- Certificate of Attendance will be awarded for participant who:
 - With 100% attendance; and
 - Passing the assessment criteria

ISRC PTE. LTD.

11 Eunos Rd 8,
#08-01A, Lifelong Learning Institute,
Singapore 408601

Tel (+65) 6747 4123
Email training@isrc.com.sg

Learning Outcomes

- 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 to prevent discomfort.
- Understand more about how to prevent workplace stress and Total WSH Program.
- Understand indoor air quality and health issues.
- Understand the first aid requirements of an office and recognise why it's important to report workplace accidents and injuries.