



ST BERNARD'S
SAFETY TRAINING CENTRE

Health and Safety for the Office

Suitability: This course is suitable for anyone who would like to increase their awareness about health and safety matters for an office environment as well as for people whose main role would be that of improving and maintaining Health & Safety issues in an office environment. It clearly provides clear information on what should be done to anticipate and avoid accidents and work related illnesses from occurring. This course is also suitable to renew an already existing qualification

Validity of Certificate: 3 years

Course Duration: 3.5 hours

Course Assessment: At the end of the Health and Safety for the Office course, participants are assessed by a multiple choice assessment sheet to assess understanding of main topics and any weaknesses are addressed to

Certification: Upon successfully completing the Health & Safety for the Office course, each participant will be issued with a certificate of competence in the subject

St Bernard's Safety Training Centre is qualified from the Safety Training Awards (STA) of UK, to conduct Health and Safety courses

The Health & Safety for the Office course is made up of 5 sections, which are:

Introduction to Health & Safety

1. The Importance of Health & Safety
2. Common Causes of Accidents
3. Costs for Businesses of Poor Health & Safety
4. Costs for Employees of Poor Health & Safety
5. Benefits of Good Health & Safety

Health & Safety Legislation

6. Local Legislation & Regulations
7. EU Legislation & Regulations
8. Employer's Legal Requirements
9. Employee's Legal Requirements

General Workplace Safety

10. Investigating and Analyzing
11. Prevention of Accidents
12. The Accident Book
13. Risk Assessment
14. Hierarchy of Control
15. Safe Use of Electricity
16. Slips, Trips and Falls

Workplace Welfare

17. Office Environment Health Hazards
18. Health & Safety Factors
19. Health & Safety Signs

Occupational Health & Safety

20. Ergonomics & Seating Postures

21. Clothing
22. Repetitive Tasks
23. Visual Display Equipment & Desks
24. Stacking & Shelving
25. Hand Powered Tools & Equipment
26. Office Machines & Chemicals
27. Furniture Layout