

OFFICE SAFETY



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DURATION: 1 Day

PRE-REQUISITES: Literate

TARGET GROUP: SHEQ Practitioners; Middle Management; Supervisors; SHE Committee members; Employees, Contractors; Security Officials and Health & Safety Representatives. **INTRODUCTION**

Do people acknowledge the impact of health and safety in an office environment? A very important question but the answer is actually a resounding NO. People only start thinking about health and safety once something actually goes wrong, especially in the office environment. What can go wrong in the office? Anything you can think of no matter how far fetched the idea may be. The biggest draw back today is that management doesn't ask themselves this in relation to office safety.

COURSE OBJECTIVES

On completion of this course the learner will be able to understand the role of OHS in the office environment and will be able to perform responsibilities to be in line with the OHS Act.

OUTCOMES

On completion of the Office Safety course learners will be equipped with the processes and techniques to assist management with safety management in the office environment. The learner will further be able to define and describe and apply:

- Legislative requirements
- Regulations
- Behavioral safety
- Office safety

COURSE CONTENT

Module 1: LEGISLATIVE REQUIREMENTS

Module 2: REGULATIONS

Module 3: BEHAVIORAL SAFETY

Module 4: OFFICE SAFETY



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