

Office Safety Awareness



Aim	This course is designed to equip individuals with skills and knowledge in relation to Office Safety Awareness.
Descriptor	This unit applies to individuals who undertake defined activities with specialised tools and methods, work in a structured context, apply knowledge and skills to demonstrate autonomy and limited judgement, and provide solutions to a limited range of predictable problems in work places that may expose them to office safety or office safety containing materials. Work is implemented with low risk work procedures and to comply with company policies and SafeWork Method Statement documentation.
Duration	Two hours duration though depending upon specific requirements of clients, the unique workplace / tasks conducted this may necessitate additional time to acquire required skills and knowledge.
Accreditation	N/A
Course Size	20 participants with one trainer.
WHS Compliance	<ul style="list-style-type: none"> •W.H&S Regulation 2017 •W.H&S Act 2011
Course Content	<ol style="list-style-type: none"> 1. Understanding legislation, regulations and approved codes of practice. 2. Duties and responsibilities for safety in the work place. Sources of information, including Safety Policy, health and safety poster. 3. Accident reporting to include company procedures. 4. Good housekeeping, reducing the risks of slips, trips & falls. 5. Manual Handling overview 6. Electrical safety in an office environment. 7. Fire Safety to include common causes, preventative measures & emergency procedures. 8. Hazards associated with Display Screen Equipment, Ergonomics at work. 9. Provision & Use of Work Equipment Regulations to include electrical safety. 10. Hazardous substances in the office, introduction to safety data sheets