

# Office Safety Awareness Training



## WHO SHOULD ATTEND

- Directors
- Managers
- Supervisors
- Employees

## COURSE DURATION

- ½ Day

## COURSE CONTENT

- Health and Safety Legislation
- Office Hazards and Risk
- Fire
- Display Screen and Workstation Assessments
- COSHH (Control of Substances Hazardous to Health)
- Electricity
- Manual Handling

## AIMS

This course outlines the hazards associated with working in an office environment and provides practical information on risk assessment and effective control measures for a safe working environment.