



MANAGING OFFICE SAFETY

INTRODUCTION

Aimed at highlighting the hazards in the 'Low Risk' Office environment! This course provides the essentials for the legally required, health & safety training for all office workers, following on from their induction training. This course will introduce participants to the hazards inherent in office work and provide them with the tools to recognise and eliminate or reduce exposure to them.

WHO SHOULD ATTEND

This course is for all employees and supervisors who work in an office and are required to meet the statutory obligations under Health & Safety at Work Act.

COURSE DURATION

PFA Consulting offer this course over 1 day.

COURSE OVERVIEW

All passing this course will receive the Health & Safety Awareness Certification and on completion, participants will be able to:

- Recognise hazards and unsafe behaviours shown to have injury producing potential within the office.
- Implement accident prevention programmes to reduce the possibility of injury.
- Apply sound office safety principles to work related tasks.
- Make safe and effective decisions regarding the performance of job related activities.
- Develop proper attitudes concerning the need to practice safe office principles; and conduct periodic office safety inspections.

PFA Consulting has a rolling schedule for Health and Safety courses. For further details on this course or to arrange a meeting to discuss your requirements:

- Call our training co-ordinator on 01793 828000
- Email us on training@pfapl.com