

### Introduction

On completion of this course, the learner will be able to recognize hazards and risks that may affect their health and safety in the office environment and report these to the relevant responsible person for safety, health and environmental issues in their organization.

### Course Objectives

- The objective of this course is to provide delegates with the understanding of the purpose, scope, knowledge & skill of recognizing & reporting office SHE concerns that may affect their health & safety or the health & safety of their fellow employees. This will be achieved by:
  - Understanding what legislation requires in the office environment
  - Learning which regulations are applicable to the office environment
  - Identifying leading types of incidents in the office environment
  - Looking at Ergonomics in general
  - Understanding the importance of fire prevention in the SHE field
  - Discuss ergonomics (human factor science) and apply it effectively to your office environment

### Course Content

- Legal Requirements and applicable regulations in the OHS Act
- OHSAS 18001 Approach
- Type of disabling accidents and injuries in the office
- Guidelines for workplaces and work station (Health, Safety and Ergonomics)

### Aimed NQF Level

NQF Level: 2-3

All office personnel, Safety Officers, Supervisors, Consultants and SHE reps

**Duration** - 1 day

**Pre-requisites** - None

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