



NewGrange

TRAINING & SERVICES LTD

Better People, Better Business®

Office Safety



This half day course is specifically designed to cover the requirements of the Health and Safety at Work Act (1974) in relation to office premises. It will ensure that you are instructed on the legal requirements for office safety, how to prevent accidents and ensure adequate facilities and arrangements for welfare.

Course Location: On-Site at your premises

Course Duration: 3 Hours (course date & course time to suit you)

No. of Delegates: 12 delegates max

Course Objectives

At the end of this course, delegates will have a good understanding of their legal responsibilities and those placed upon the employer. Delegates will be fully briefed in the requirements of major safety legislation and standards so they will understand the need to formulate and implement effective health and safety procedures within their organisation.

Aimed at:

Departmental Managers, Office Managers, Supervisors, Personnel Management and any other staff with responsibility for Health and Safety.

Course Programme

- Working environment
- Manual Handling
- Storage
- Safety of equipment/machines
- Electrical safety
- Fire precautions
- Display Screen Equipment
- Accident Prevention

Delegates Receive:

Office Safety Training Certificate

Course notes

Course materials

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