



Office Safety.



CJO Safety

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When we are working in an office we do not generally think about dangers and risks to our health & wellbeing. We need to be aware of the different type of dangers in our offices and similar work areas as there are many areas where danger lurks.

Every year thousands of workers and people need to take some sort of time off work every year. Which costs the UK economy millions of pounds every year due to either ill health or injuries caused from work. There is legislation for all sorts of subject matters that are in place to try and reduce the overall number of injuries, illness or worse, death caused at work, which we will cover later in this course.

Who is this training for?

This course is based around people who work in office environments. You may be put in some dangerous situations and this course can give you guidance on what to do.

What does the course cover?

This course will look and cover all aspects of Office safety, looking at all legislation that is in place that surrounds Office Safety. It will look at subjects like Manual Handling, DSE, Basic Fire Safety, Basic First Aid to name a few.

What is the benefit to your business?

As this covers a lot of ground in terms of office safety business can utilise this online training course at any convenient time for users, whether that be in work or away from your desk. Offering quick and effective online training in office safety. Have up to the minute record keeping of all staff with one click of the button.

Office Safety - Safety Signage.

It is important that you understand the meaning of the various signs and follow the instructions:



Red signs - these are prohibition signs. This means you're not allowed to do something (like smoking, as illustrated). Other common prohibition signs are those showing that there's no access for pedestrians or no access for vehicles.



Blue signs - these are mandatory signs. This means that you must do something (like wearing eye defenders, as illustrated). Other common mandatory signs are 'head protection must be worn' and 'face protection must be worn'.



View Module Interactive Game 7.



Legislation, Test In Progress

Question 1

The Health and Safety at Work Act 1974 covers which of the following subjects?

- ☐ The prevention and control of fire
- ☐ The environment
- ☐ The management of health and safety at work
- ☐ The management of health and safety at work
- ☐ The Health and Safety Act 1974 covers the general duties of employers and employees

Question 2

The Health and Safety at Work Act 1974 covers the duties of employers to employees.

- ☐ The duties of employers to employees
- ☐ The duties of employees to employers
- ☐ The duties of employers to the public
- ☐ The duties of employees to the public

Question 3

Which of the following is not a common hazard?

Video Presentations.

Interactive games.

Final exam - certificates provided.

"The latest national statistics show that 144 workers were killed at work in the UK. It was recorded that an estimated 72,7020 employee were reported to have some sort of non-fatal injury at work. Where approximately 4.5 million working days were lost due to non-fatal workplace injuries."

Health and Safety Executive - HSE

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