introducing: Office Safety e-learning

Summary

A short (20 minute) and engaging e-learning module designed to provide users with:

- relevant information about health and safety in an office environment

- advice on common office risks and safer working

Key Benefits:

- directly addresses risks to physical and mental health and wellbeing

- supports any existing workplace health, safety and wellbeing strategies

- ensures compliance with UK law, specifically the requirements to provide information on and reduce risks to health while at work

- compatible with multiple platforms including PC, Mac, tablet and smartphone

- successful completion awarded with certificate

- flexible completion reporting

- available as embedded or hosted package

- content can be tailored to your organisation, for example insertion of (or reference to) your particular arrangements or policies

Office Safety e-learning

This concise e-learning course has been developed to provide office workers with clear information about health and safety in an office setting. While acknowledging that offices are considered low-risk environments compared to some workplaces, *Office Safety* covers the essential information that staff need to know, and offers reasonable, practical advice on the risks which they may be exposed to while at work. Content includes:

- reasons for managing safety and health at work

- employer and employee responsibilities

- arrangements for safety management

- common office hazards and control measures - includes fire safety, first aid, accident/incident reporting, manual handling, use of Display Screen Equipment (computer equipment) and electrical safety.

A deliberately irreverent visual approach has been adopted to help hold the user's attention throughout the course. Voiceover information is complemented by closed captions, which can be turned on or off at any point.

At the end of *Office Safety*, understanding is checked using a ten question multiple-choice quiz.

CPD Accreditation

Continuing Professional Development (CPD)

Successful completion of *Office Safety* attracts one CPD credit.

Collaborators

The Move More at Work course has been developed in association with fully qualified and registered professional safety consultants.

More Information
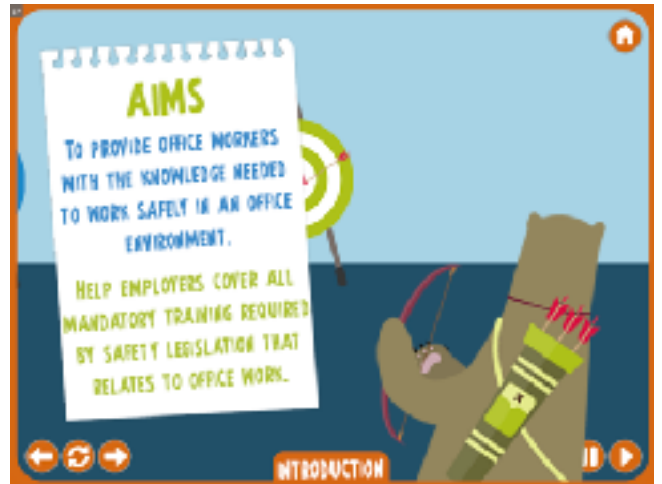
visit: www.echo-3.co.uk/online-course/move-more-at-work/

            www.movemoreatwork.com

email: info@echo-3.co.uk

call: +44 (131) 661 8253

Sample Screenshots

OTHER OFFICE HAZARDS

Driving for work
Using chemicals
Violence and agression
Lone working
Temperature, lighting,
space and noise

WORKING SAFELY

Who has responsibilities for health and safety at work?

○ A)   The employer
○ B)   Employees
○ C)   Line managers
◉ D)   All of the above

SUBMIT

OFFICE SAFETY