

Office Safety

Work Place Hazard Categories

- Materials
- Equipment
- Environment
- People
- System

Common Hazards in an Office Environment & Management

- Office chemicals
- Office equipment safety
- Stacking and Storage
- Manual Handling
- Housekeeping
- Trips, Slips and Falls
- Office lighting and Illumination: Assessment, Compliance Requirements
- Indoor Air Quality (IAQ): IAQ Assessment & Mould and Legionella Control
- Office Related Ergonomic Issues
- Vehicular movement & control in the Workplace
- First Aid
- Work Place Violence
- Fire safety procedures and Emergency Action Plans (EAP)
- Office Security and Access control