Haward Technology Middle East

COURSE OVERVIEW HE1417
Office and Home Safety
(E-Learning Module)

Course Title
Office and Home Safety
(E-Learning Module)

Course Reference
HE1417

Course Format & Compatibility
SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration
30 online contact hours
(3.0 CEUs/30 PDHs

Course Description

This course is designed to provide all office staff with adequate health and safety information to ensure safe working. Whilst working in an office environment may present less risk of injury than other sectors, the office environment can still pose a number of hazards.

The course covers the legal responsibilities, accident prevention and an overview of the key workplace hazards that employees need to be aware of. It is important that the office employees have the necessary tools and training to enable them to identify and eliminate or reduce the hazards they may face in the office in which they spend their working days. This includes potential ergonomic hazards which are more difficult to identify due to the sometimes, long term effects involved.

The course will discuss the shared values of successful organizations, pre-assessment, slips, trips and falls; the various types of slip and fall injuries, soft tissue injuries, broken bones, head injuries, cuts and abrasions and spinal cord injuries; the housekeeping procedures; and avoiding starting a task with incomplete instructions, poor general housekeeping and untidy environment.

During this interactive course, participants will learn to avoid ignoring safety procedures, mental distraction at work and failure to pre-plan the work; the workstation ergonomics; the three factors of ergonomics; the visual display unit (VDU), office firefighting, evacuation and emergency action plan; the key procedure, head count verification, training requirements, alarm system and electrical safety in the office; the 10 top tips for office safety when dealing with electrical hazards; the electrical injuries, unconsciousness, electrical shock, static electricity shocks, loss of muscle control, electrical burns, thermal burns, electrical overloading and electrical hazards; and the home and office chemicals and how to overcome avoidance behaviour.

Course Objectives
After completing the training, the employee will:-

- Apply and gain a comprehensive knowledge on office and home safety

- Understand what are the safety and health procedures and guidelines in the office and computer workstation

- Be able to identify and eliminate or reduce the hazards they may face in the office in which they spend their working days

- Understand the workstation ergonomics, the factors affecting workstation ergonomics and the consequences of poor ergonomics

- Understand the repetitive motion injuries

- Understand the material handling in the office environment

- Understand the office firefighting and evacuation in the event of an incident-electrical safety in the office

- Understand the tool safety in the office, office machines, office chemicals-slips, trips and falls and house keeping

- Have practiced designing an ergonomic workstation and use a VDU effectively

- Discuss the shared values of successful organizations, pre-assessment, slips, trips and falls

- Identify the various types of slip and fall injuries as well as describe soft tissue injuries, broken bones, head injuries, cuts and abrasions and spinal cord injuries

- Employ housekeeping procedures and avoid starting a task with incomplete instructions, poor general housekeeping and untidy environment

- Avoid ignoring safety procedures, mental distraction at work and failure to pre-plan the work

- Discuss workstation ergonomics including the three factors of ergonomics

- Recognize the visual display unit (VDU), and apply office firefighting and evacuation and emergency action plan

- Implement key procedure, head count verification, training requirements, alarm system and electrical safety in the office

- Apply the 10 top tips for office safety when dealing with electrical hazards

- Identify and assess electrical injuries, unconsciousness, electrical shock, static electricity shocks, loss of muscle control, electrical burns, thermal burns, electrical overloading and electrical hazards

- Recognize home and office chemicals and how to overcome avoidance behaviour

Who Should Attend

This course provides an overview of all significant aspects and considerations of office and home safety for those who works in an office workplace including managers, supervisors, full-time and part-time employees, safety operators, contractors, laboratory technicians, home safety officers and community and voluntary workers.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- USA International Association for Continuing Education and Training (IACET)

  Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Fee

As per proposal

Course Contents

- Office Safety
- Aim & Objectives
- Shared Values of Successful Organizations
- Why Pre-Assessment
- Definitions
- Slips, Trips & Falls
- Types of Slip and Fall Injuries
- Soft Tissue Injuries
- Broken Bones
- Head Injuries
- Cuts and Abrasions
- Spinal Cord Injuries
- House Keeping
- Housekeeping Procedures
- Taking Shortcuts
- Being Over Confident
- Starting a Task with Incomplete Instructions
- Poor General Housekeeping and Untidy Environment

- Ignoring Safety Procedures
- Mental Distraction at Work
- Failure to Pre-Plan the Work
- An Overview of Workstation Ergonomics
- Objective
- Definition
- The Three Factors of Ergonomics
- Visual Display Unit (VDU)
- Office Fire Fighting & Evacuation
- Emergency Action Plan
- Why are We Concerned?
- When Does It Begin?
- Key Procedure
- Head Count Verification
- Training Requirements
- Alarm System
- Electrical Safety in the Office
- The 10 Top Tips for Office Safety When Dealing with Electrical Hazards
- Electrical Injuries
- Unconsciousness
- Electrical Shock
- Static Electricity Shocks
- Loss of Muscle Control
- Electrical Burns
- Thermal Burns
- Electrical Overloading
- Electrical Hazards
- Home and Office Chemicals
- List the Chemicals
- Challenge
- Avoidance of Responsibility
- How to Overcome Avoidance Behaviour?