

Office Safety



Course Duration: 1 Day: 09.00 – 14.00hrs
Course Dates: 17 February & 15 December 2009

Aims of the Workshop

The aim of this course is to ensure that all staff who work in an office environment are able to recognise the typical safety hazards within their work space and to become proactive in eliminating and reducing these risks.

Objectives

At the end of this course, delegates will be able to:

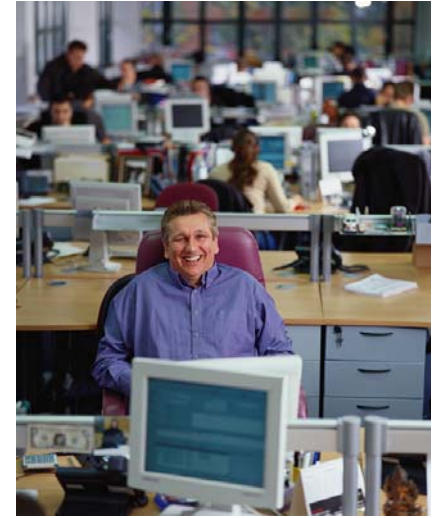
- Understand their responsibilities in respect of ensuring their safety and the safety of others in the office
- Identify common workplace hazards in the office
- Understand the risks that these hazards represent
- Explain how to eliminate or reduce the health and safety hazards in their working environment

Who should attend?

The workshop is aimed at anyone who works in an office environment including those responsible for office safety and is suitable for those with no previous safety training.

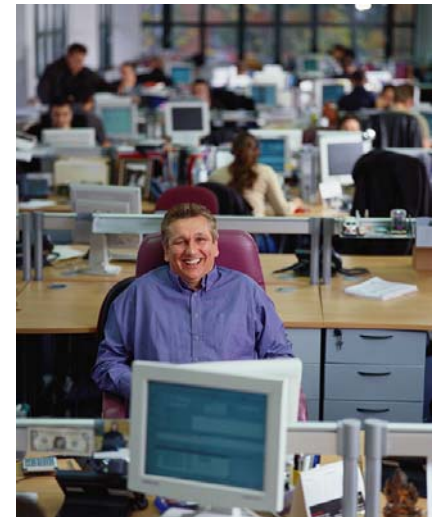
Content:

- Everyone's contribution to office safety – roles & responsibilities
- The range of office safety hazards
- Dressing for Safety
- Slips, Trips & Falls
- Office layout
- Office lighting
- Housekeeping
- Workstations & individual needs
- DSE considerations
- Posture
- Breaks
- Office equipment
- Heat-generating equipment
- Chemical hazards in the office
- Eliminating hazards & reducing risks
- Reporting accidents & near misses
- Emergencies



Venue

Manama, Kingdom of Bahrain



RRC Middle East – Workshop Booking Form

Office Safety

Name & Address of Delegate/Organisation
Company Name:
Contact Name:
Position:
Address:
PO Box:
Tel No:
Fax No:
e-Mail:

Information

The Workshop opens at 08:30 hrs for registration and refreshments

For travel/hotel assistance, please contact RRC at info@rrc.com.bh

Visa regulations vary, dependent on nationality. Information on visa requirements can be found at www.bahraintourism.com/visa.htm

For more information on this workshop, please contact either RRC Middle East or RRC Training (UK) (see below for contact information)

Courses Required				
	Delegate Name	Job Title	e-Mail Address	Course Fees
1				BD 80
2				BD 80
3				BD 80
4				BD 80
5				BD 80
			Total Fees Payable	

Payment

1. I enclose my fee in full. Please make cheque/banker's draft payable to **RRC Middle East WLL**

2. Please debit my **MasterCard/Switch/Visa/Solo/Connect Card ***

no. _____ with the full fee. Card expiry date _____

Cardholder's signature _____

Thank you for choosing RRC Middle East
Please return your completed booking form to either:

RRC Middle East

e-mail: info@rrc.com.bh

Telephone: +973 175 32027

Fax: +973 175 32028

Post: RRC Middle East
PO Box: 20073, Manama-Diplomatic area
Kingdom of Bahrain

RRC Training

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