



TRAINING SUMMARY

RSMac Consulting Inc.
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<u>COURSE NAME</u>	OFFICE SAFETY	<u>LENGTH</u>	60 mins		
<u>COST</u>	\$49.99	<u>LANGUAGE</u>	English	<u>VOICEOVER</u>	Yes

DESCRIPTION

Despite common beliefs that the office provides a safe environment in which to work, many hazards exist which cause thousands of injuries and health problems each year among office workers. Since one-third of the work force is in offices, even low rates of work-related injuries and illnesses can have an immense impact on employee safety and health.

Today's modern offices are substantially different from the office environment of 20 years ago. Sweeping changes have occurred as a result of new office technology and automation of office equipment. Consequently, office workers are faced with many more hazards. This module will teach participants how to work safely in an office environment.

LEARNED TOPICS/OBJECTIVES

Upon successful completion of the program, you will be knowledgeable and/or demonstrate proficiency in understanding:

- Important concepts relating to office safety including workstations, equipment, specific hazards and behaviours.

ASSESSMENT

Testing conducted throughout this course is designed to reinforce the information presented. A mark of 80% must be achieved in order to receive a certificate of completion. Participants are able to repeat the course if the pass mark is not achieved. Upon successful completion of this online course, a certificate of completions will be available for download and printing

Discounted pricing starts at 3 or more courses. Pricing available for individuals or companies. Contact RSMac Consulting Inc's Learning Centre team directly at training@rsmac.ca for a quote on volume discounts and discuss our Learning Management System for companies.