

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE
&
INSTITUTIONAL REFORMS**

**TRAINING PROGRAMME
ON**

"WORKPLACE SAFETY"

for

**Confidential Secretary, Senior Word Processing Operator & Word
Processing Operator**

**Safety & Health in the
"Office" Work
Environment**



2020

1-day TRAINING PROGRAMME on “Workplace Safety”

Workplace Safety in an Office environment needs to be given due consideration in our everyday lives since one-third of the workforce is in Offices and even low rates of work-related injuries and illnesses can have an immense impact on employee safety and health.

AIM

The aim of this training programme is to provide the required level of understanding in complying with safety and health legislations and identify workplace hazards in an office environment. It will ultimately enhance employees’ knowledge on safety and health to improve overall safety performance by adopting the right behavior.

LEARNING OBJECTIVES

Upon completion of this course, the participant would be able to:


- identify common workplace hazards and risks in an office environment;
- recognize ergonomics risk factors while working with computers; and
- apply acquired knowledge and skills to work safely with computers.

PROGRAMME CO-ORDINATORS

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1 –day Training Programme on “Workplace Safety” for CS, SWPO and WPO

Day-1	Programme Details
08:45-09:00	Registration of Participants
09:00-10:15	<p>Introduction to Safety and health</p> <ul style="list-style-type: none"> • Definition of Safety and Health • Occupational Safety and Health Act 2005 • Osh Regulations • Common Office Workplace Hazards
10:15-10:30	Tea Break
10:30-12:00	<p>Ergonomics at work</p> <ul style="list-style-type: none"> • Understand the concept and purpose of ergonomics • Recognize ergonomics risk factors • Effects of ignoring ergonomics
12:00-13:00	Lunch
13:00-14:15	<p>Working safely with computers</p> <ul style="list-style-type: none"> • Problems associated with use of computers • Safe use of computers 
14:15-14:30	Tea Break
14:30-15:30	<p>Practical session</p> <ul style="list-style-type: none"> • <i>Case studies</i> • <i>Videos</i> • <i>Ergonomics exercise</i>
15:30 -16:00	Award of Certificates