



## Safety in the Office

An interactive training course on Safety in the Office.

This interactive learning course promotes a proactive approach towards **Health & Safety** and can be used to help **foster** and develop this **attitude change** amongst office staff.

The course highlights the **dangers** that staff can face working in the **Office Environment** it also includes pointers on working with **Display Screen Equipment**.

The learning design adopted ensures effective engagement of the Learner by continued interaction utilizing screen prompts to guide the trainee through

the course and those with little or no computer experience will find it easy to use.

The “**safety is a state of mind**” and “**no one works to get hurt**” culture is reinforced throughout the course.

- A **cost effective** solution to your training and ongoing assessment requirements.
- **Recorded evidence of training** covering safe working practice and legal compliance.
- **Progress and achievement** that is measurable.
- **Consistent, reinforced** auditable training.

Having completed the tutorial, a random assessment test is generated and the course records the Learner’s progress providing an auditable trail of results and a **certificate** of completion can be printed for successful students.

This certificate provides evidence of the underpinning knowledge required prior to completing a workplace assessment to prove competence.

This accreditation of prior learning **can contribute** towards **NVQs**.

### My SafetyNet courses...

- Have the course customized to reflect your company’s corporate identity, site requirements and company policy.
- Delivery of training can be configured to suit individual company IT requirements.
- Course accreditation can either be in - house or external (e.g. IOSH or ROSPA) depending on your particular requirements.

[please click here](#)

# A cost effective solution to your training

please click image to see demo

Regardless of the subject matter, all of the learning material that we develop is designed to engage, motivate and challenge the learner through the use of interactive screens which help to improve trainees' knowledge retention. We are now enhancing the learning environment within our courses by adding course specific interactive scenarios that encourage the learner into interactive play further improving the knowledge transfer.

The courses and modules that we create can be used for standalone or as part of a blended learning approach and much of the materials have been designed with both purposes in mind. Well designed learning materials can be used in many different scenarios, maximising your investments.





## Safety in the Office

course elements

### Module 1.

**Office Environment:**  
Environmental Issues.  
Work equipment.  
Housekeeping.

### Module 2.

**Office Safety:**  
Workplace assessments  
Fire precautions.  
Emergency procedures.  
Slips trips and falls.  
Checkpoint quiz.

## ...training for success

### Other courses in the SafetyNet series:

Working Safely, COSHH, Hazard Identification & Risk Assessment, PPE, RPE, Loading & Unloading, DSE, Manual Handling, Handling & Use of Flammable Liquids, Noise & Vibration, Driving Safely, Fire.

Further information on  
SafetyNet products available at:

### Swan Multimedia Limited

A: P.O. Box 43 Belper.  
Derbyshire. DE56 1ZL  
T: + 44 (0) 844 504 5335  
F : + 44 (0) 1773 829 682  
E: info@swan-multimedia.co.uk

[www.swan-multimedia.co.uk](http://www.swan-multimedia.co.uk)