

Office Safety Online Course including ergonomics

Overview

This course aims to provide guidance and examples of how to risk assess your office and is based on Safe Work Australia and WorkSafe Victoria guidance.

For employees: In this course you can check your workstation ergonomics and provide a report for your employer, which may include some requests for changes or additions to your current set up.

For employers: If you have employees working at computers you can help meet your OHS legislative requirements, by getting them to complete the course and provide you with a report of their workstations, giving you the means to assist with any injury prevention needs they may have, and providing records that you are meeting your requirements.

Objectives

- Learners should have a good understanding of hazards in the office and how to control them
- Learners will be able to undertake an ergonomic checklist
- Employers should have evidence of workstations that are ergonomically set up for their employees

Course Outline

- Your WHS duties as a worker, Consultation, If you do get injured
- Risk Management at your workplace
- Hazard Identification in office environments
- If you identify hazards
- Risk Control
- Good Practice
- Monitoring hazards and controls
- Exercises for office workers
- Setting up your workstation
- Time to check your set up

Estimated duration - 30-45 minutes **Cost** - \$15 per person (ex GST)

Note - Self-enrolment is available via PayPal for a 10% discount (ie GST inc). Ask about group discounts for more than 10 persons enrolled and having the course customised to suit your organisational needs.

Getting Started

Enrolment Link - <https://safetyinduct.com.au/course/view.php?id=154>

PayPal Enrolment Instructions - To undertake this course, you will need to be a 'user'. If you are not already a safetyinduct user, click on the create new account link at the top right of the screen and set up as a new user. You will then be able to enrol in the course and pay via PayPal (self-enrolment has a 10% discount). If you would like assistance or other payment options, contact Julie on ohsandhr@gmail.com.

Manual enrolment Instructions – Email ohsandhr@gmail.com and we can set up your enrolments and provide an invoice.