



## Office Safety and Home Office Safety Online Course including ergonomics

### Overview

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

For employees: In this course you can check your workstation ergonomics (home or office) 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 (either at home or in the office) 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 for work at home or at your workplace
- Hazard Identification
- 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 - \$25 per person

**Note** - Self-enrolment is available via PayPal or Stripe for a 10% discount. 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](mailto:ohsandhr@gmail.com).

**Manual enrolment Instructions** – Email [ohsandhr@gmail.com](mailto:ohsandhr@gmail.com) and we can set up your enrolments and provide an invoice.