Office Safety and Health: Creating A Comfortable Working Environment

Is your office safe?
Are you setting a comfortable working environment?

Introduction

It is important to create a comfortable working environment so that workers feel less exhausted and stressed in the place where they have to spend long hours. Creation of a comfortable working environment also believed will be able for workers to put their abilities to work more effectively and revitalise the workplace so call office.

Program Objectives

This training aims to:
- Understand the hazard category in the office
- Understand the list of safety measures related to office safety
- Understand legal requirement pertaining to office safety

Learning Outcomes:

At the end of this training, participants should be able to:
- Assess the safety measures in the office
- Apply the comfortable working environment in the office

Who should attend?

Non managerial, First-line management, and anyone who wants to acquire knowledge on office safety and health

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	**Statutory Requirement as Fundamental of Safety and Health** In this module, the participant would look into the Occupational Safety and Health Act 1994, particularly Section 15, General Duties of Employer. Then, participants would look into the office safety guidelines published by DOSH.
10.30am-11.00am	**Morning Break**
11.00am-1.00pm	**Statutory Requirement on Office Safety and Health** The participants would further look into the requirement on office safety and health in terms of Electricity Supply Act 1990, Fire Services Act 1988 and Uniform Building By-Laws 1984.
1.00pm-2.00pm	**Lunch**
2.00pm-3.30pm	**Introduction of Safety in the Office** In this module, the participants would be exposed to the common office accident, ergonomic and manual handling, work equipment, emergencies, stress, transport and electrical safety.
3.30pm-4.00pm	**Tea Break**
4.00pm-5.00pm	**Health in the Office** In this module, the participants would look into the best working temperature, humidity, work equipment, ventilation, contaminated air and smoking at the workplace.

Time	Day Two
9.00am– 10.30am	**Health in the Office- The Physical** The participants would understand ozone and photocopier, sick building syndrome, lighting and colour as the health promotion in the office.
10.30am-11.00am	**Morning Break**
11.00am-1.00pm	**Health in the Office - A Deeper Understanding** Office floor space, welfare facilities and cleanliness are the topics to be discussed in this module to ensure the health in the office.
1.00pm-2.00pm	**Lunch**
2.00pm-3.30pm	**Safety and Health Measures: Health Policy** In this module, the participants are trained on how to look into the safety and health policy and how to set up the safety and health committee as the safety and health measures.
3.30pm-4.00pm	**Tea Break**
4.00pm-5.00pm	**Safety and Health Measures: Fire Drills** The type of emergencies that could occur in the office include fires, gas leaks and lift failure. To ensure an orderly evacuation from the office, an emergency plan should be prepared and tested regularly. The plan should cover fire drills/safe evacuation, how to shut off machines and leave the workplace safe, name persons who are responsible for the evacuation and calling the emergency services, and detail the assembly areas. The emergency plan can be part of a safe work procedure.