



Learning Manager courses

Work Health & Safety – Office

Educate your workers about their rights and responsibilities.

Learning Manager's *Work Health & Safety – Office* course explains the rights and responsibilities of workers and employers in practical terms and educates the Learner about how to manage hazards and risks that commonly occur in the office environment.

The course helps to provide all levels of workers, including volunteers, with a solid understanding of the importance of WHS. It also looks at how to prevent accidents in your office environment and how to prepare for fire and other emergencies should they occur.

The course has six modules that are completed online at the learner's convenience, with assessments and results given at the end of each module.

What's covered:

- ◆ What is WHS?
- ◆ Identifying & managing WHS risks in an office environment
- ◆ Preventing accidents
- ◆ Preparing for emergencies
- ◆ Dealing with common workplace hazards
- ◆ Ensuring a safe physical environment

Empower your workers to protect themselves and others. Make Learning Manager's *Work Health & Safety – Office* part of your organisation's risk management strategy.



For further information on this or our other Learning Manager courses, please contact the *risksupport* Helpdesk on:

1300 660 827
www.risksupport.org.au

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