Link2eLearning

YOUR ONLINE TRAINING CONNECTION

OFFICE HEALTH AND SAFETY

Offices are workplaces that are not often considered as sources of hazards. However, both health and safety hazards can be present in an office setting. Office specific hazards can include poor lighting, electrical hazards, poor workstation design or slippery floors. These hazards, among others, can cause bodily injury or illness to any person within the workplace.

This *Office Health and Safety* online course provides hazard recognition tools such as risk mapping and job safety analysis. Only once potential or actual hazards are recognized can control measures be put in place to prevent their occurrence or recurrence.

Employees should be aware of all hazards within the workplace and the control measures that are in place to deal with them. As well, it is important that all levels of management and employees are trained in health and safety programs to prevent or control these hazards and improve office safety for all workers.

Training Solution – Online *Office Health and Safety* Course

This course will provide employers, Joint Health and Safety Committees, and employees with an overview of common health and safety hazards, as well as preventive measures relating to office work.

Course Overview

Upon completing **Office Health and Safety**, participants will understand:

- Aspects of a health and safety policy
- Health and safety programs including workplace inspections, accident/incident investigations, emergency response, ergonomics and workplace violence prevention
- How to recognize, assess and control office health hazards and safety hazards
- Office-specific hazards and related prevention techniques.

Online Course Offers Convenience and Efficiency

These courses are powered by the **Link2eLearning** LMS (Learning Management System), so you can track course progress and completion. Each training solution provides quizzes, a final exam and a course completion certificate.

FOR MORE INFORMATION :
☎ 1-800-797-2129
✉ sales@link2elearning.com

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BENEFITS OF LINK2ELEARNING

All of Link2eLearning's online courses are offered through our learning management system (LMS).

Link2eLearning online learning is:

✓ **Easy to use** – for delivering and tracking employee training across the organization - *providing instant, accurate reporting for workplace audit*

✓ **Globally accessible** – available anytime, anywhere there is Internet access

✓ **Cost-effective** – eliminating the cost of facility rental, travel cost and lost time required for instructor-led training

✓ **Flexible** – courses and administrative functions can be scheduled to suit individual needs

✓ **Consistent** – enabling you to provide standard training material to all employees across the organization

LMS FEATURES

Employees can:
- Self-register on a secure site
- View and complete the course at their convenience
- Participate in online quizzes
- Produce certificates of completion

Administrators can:
- Monitor participation
- Easily track results
- Export data