ESSENTIAL 29: Office Safety



Key Takeaways:

- Recognizing common office safety risks
- Learning how to react during emergencies
- Identifying ways to reduce hazards

Course Description

This course will educate you on the importance of office safety. You may be thinking, most offices have few hazardous chemicals and no heavy or moving machinery. If the worst that can happen is a paper cut, why do we need to talk about safety training? Because a paper cut isn’t the worst that can happen.

Office employees still need to know what to do in case of an emergency, and accidents are surprisingly common. Also, people who sit down and use computers most of the day need to watch out for ergonomic issues that cause significant health effects over the years.

Common risks in offices, that this lesson will discuss, include:

- Fire
- Slips, trips, and falls
- Eye-strain and back-strain from long periods of sitting and computer use
- Breathing problems from faulty heating or air conditioning systems
- Burns from office kitchens

As well, we will discuss numerous tips for creating a safe office environment. They aren’t always apparent, but risks are everywhere. More important than preventing them is to know what to do when they do happen. Through this course, you will learn how to keep both yourself and others safe.