



**KELRON HEALTH AND
SAFETY SERVICES**

WORKPLACE SAFETY

Workplace Safety

Nobody should be overlooked when it comes to safety training. This course is designed to give all workers a greater awareness of their responsibilities and includes all relevant aspects of workplace safety and safety legislation.

Delivery of this programme may be in-house or is offered on a public basis in venues around the country. The facilitation of the program will consist of a variety of lectures, practical demonstrations and student centred learning.

With a duration of 1 day this programme may provide transfer to other awards.

Learner Profile

This programme is open to all learners specifically those who have a responsibility in health & safety within their work environment.

How many will be in the class?

To ensure maximum participation and to enable each student gain the most out of the day, we are adopting the ratio of a maximum of 14 students per course.

What certification will I receive?

Successful students will receive a FETAC Workplace Safety certificate.

It is our belief at Kelron, that people learn more when they are involved. We therefore will encourage each student to define their specific requirements and then design the course content where possible to address their needs.

What do I need to provide before the course?

You need to fill out the booking form which is available at the back of this document.

Workplace Safety

To comply with relevant provisions of 2005 Safety, Health and Welfare at Work Act and 2007 Safety, Health and Welfare at Work (General Application) Regulations, employer should provide safe equipment and training in its use and employees should be able to recognize risks associated with their day-to-day duties.

The course is designed to be interactive and includes the following topics and will also be tailored to suit the needs of the delegates involved.

1. Health & Safety Legislation

- Factories Act 1955
- Safety, Health & Welfare Act 2007
- General Application Regulations 2005
- Relevant Legislation

2. Hazard Identification

- Common Office Hazards
- Risk Assessment
- Risk Reduction & Control
- Keeping your Office Safe

3. VDU's & Ergonomics

- Workstations, Chairs & Keyboards
- Placement of Equipment
- Correct Posture
- Proper Lighting
- Breaks & Exercises

4. Workplace Machinery

- Cords, Cables & Electrical Hazards
- Photocopiers & Printer Noise
- Printer Inks & Chemicals
- VDU Eyestrain

5. Manual Handling

- Office Equipment & Furniture
- Stationery & Supplies
- Correct Lifting Techniques
- Twisting & Bending
- Mechanical Aids
- Teamwork

6. Electrical Safety

- What is Electrical Equipment
- Injury Types
- Testing & Tagging
- Contractors
- Reporting Faults

7. Fire Safety

- Fire Prevention
- Alerting the Fire Services
- Use of Fire Extinguishers
- P.A.S.S. System
- Evacuation Drills

8. Relevant Workplace Hazards

- Air Contaminants
- Ventilation
- Stress
- Noise
- Housekeeping
- Slips, Trips & Falls
- Office Chemicals

¹*Workplace Safety*

Booking Form

Name

Telephone

Mobile

Email

Address

PPSN Number

Date of Birth

Preferred venue and date:

In the unlikely event of a course failing to reach any minimum student number, you will be offered a full refund or a place on the next available course

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