



International Safety Training College

Introduction to Health & Safety: DEDICATED MODULES.

Introduction to Health & Safety 1.0: Health & Safety for Office Managers and Supervisors - **1 DAY**

Content Overview-

1. Risk Assessment and other Legal Provisions
2. Staff Welfare and Facilities
3. General Office Safety
4. Office design and use of Display Screen Equipment
5. Housekeeping, Maintenance and Agency workers / work
6. Manual tasks
7. Caring for Risk Groups
8. First Aid standards
9. Basics of Fire Safety and Emergency Response

We know fire, health & safety - it's what we do.

Introduction to Health & Safety 1.1: Health & Safety for Office Managers and Supervisors - **2 DAYS**

Content Overview-

1. Risk Assessment and other Legal Provisions
2. Staff Welfare and Facilities
3. General Office Safety
4. Office design and use of Display Screen Equipment
5. Housekeeping, Maintenance and Agency workers / work
6. Working at height
7. Working with chemical substances
8. Manual tasks
9. Caring for Risk Groups
10. Working from home
11. Driving at Work
12. Travelling for Work (international travel)
13. Providing Accommodation for Staff
14. On or Off Premise Events and Activities
15. First Aid standards
16. Basics of Fire Safety and Emergency Response Planning
17. The needs of Multiple Occupancy Premises

Participation: minimum 6 persons, max 16 persons per class. Courses are delivered in the English language unless alternative arrangements are made. Courses generally run between 09.00 and 16.30 at the ISTC training facility in Hal Far. A good command of English is recommended. This course is not assessable - a certificate of participation shall be issued to all attendees. Contact our sales office for training dates and prices.

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