



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

WHS OFFICE SAFETY – 4 HOUR COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>The Office Safety course provides all staff with knowledge of their WHS responsibilities under the current safety legislations. It also raises awareness of some typical hazards they may encounter in an office situation, and most importantly looks at how to eliminate or control those hazards eg, ergonomics and manual handling.</p>	<ul style="list-style-type: none"> • Relevant Legislation, codes of practice and standards • Council policy and procedures (if available) • Office safety and ergonomics principles • Common causes of injury • Risk assessments for office safety and ergonomics • Office set up • Workstation set up • How to comply with the Act 	<p>The course provides a practical forum to develop and consolidate new and existing skills relating to Office Safety. Understanding manual tasks, office safety and ergonomics in everyday environment.</p> <ul style="list-style-type: none"> • Participants will learn safe lifting principles and how to use the risk management model in regards to setting up your workstation and desk. • Participants will be able to identify hazardous manual tasks, office equipment safety and apply risk management principles to minimize the risk of injury.
	COURSE DETAILS	
	Delivery	<p>Our instructor-led training course provides participants with an interactive session including group discussions, case study reviews and Question and Answer sessions.</p> <p>Our trainers can customise or tailor the course to your specifications or needs and deliver in-house providing you with a cost-effective and efficient training session.</p>
	Duration and Location	<p>Our standard structure for this course is 4 hours and can be delivered in any metropolitan or regional area of Queensland.</p>
	Fees and Inclusions	<p>Our training course will include:</p> <ul style="list-style-type: none"> • Instructor-led training • Statement of Attendance • Course Materials
<p>PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS</p>		<p>REGISTER NOW 07 3000 2148 FIND OUT MORE training@wearepeak.com.au wearepeak.com.au</p>