

**Course Name:**  
Office Safety

## Enrollment Information

**Availability:**  
Continuous / Online

**Phone:** (705) 521-8324 ext. 222

**Online:** <http://www.norcattraining.com/registerform.htm>

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## Course Description

By law, you have the right to know what hazards might exist in your office workplace and how to avoid injury when working around them.

Workplace accidents most often occur when people take unnecessary risks, are not paying attention to what they are doing and/or not following standard working procedures. By not jeopardizing the health and safety of fellow workers, obeying all safety procedures and reporting any incidents, nearly all common work-related accidents can be prevented.

This training program will inform you of many useful safe work practices in an office setting, help you to recognize potentially dangerous situations at your workplace and teach you how to react to such situations in a responsible manner.

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## Course Outline

1. Introduction
2. General Safety Regulations
3. Housekeeping
4. Office Environment
5. Emergency Procedures
6. Review

