

	PRODUCT SHEET	Identification: Trainevo-Ficheprod-01
		Revision Date: 11/2021
		Version number: 01

Training Title: Office Hazard prevention

This training provides awareness of the prevention of risks related to office activities.

Target audience

Any public with an office job.

Prerequisites: None

Reference:	Category:	Duration:
Trainevo-062022-SST-24	SST	1 day
Language(s):	Training organization:	Number of participants (min/max):
French / English		6

Objective(s)

Understand health and safety issues in office work.

Identify, analyse and omit the risks regarding the office work and the associated preventive actions.

Evaluate and arrange your workstation to limit the risks associated with office work.

Program:

1. Issues related to office work
2. The regulatory framework
3. The risks regarding w the office work and the associated preventive actions
 - ✓ MSD risks
 - ✓ Visual risks
 - ✓ Noise risks
 - ✓ Risks related to the thermal environment
4. Practical study of work situations
 - ✓ Risk identification
 - ✓ Risk evaluation and analysis
 - ✓ Proposal for improvement actions

Method

Alternation of theoretical contributions, practical exercises and scenario.
Individual and sub-group work.

Evaluation:

The trainer evaluates the participant's pedagogical progress throughout the training in the field of scenarios and practical work.

Submission of a certificate of attendance.