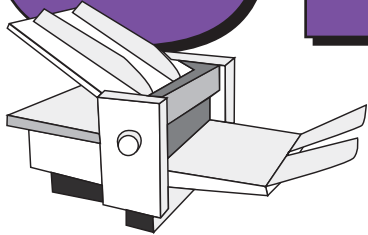
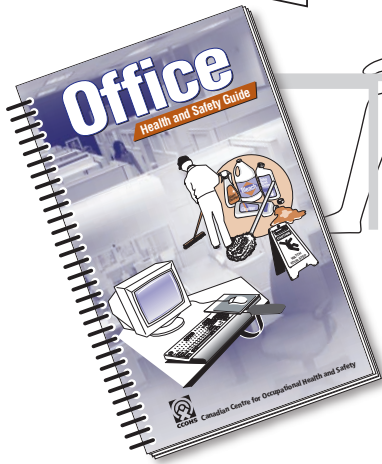


Office



Health and Safety Guide

An overview of potential health and safety hazards in offices as well as the integration of health & safety within all aspects of office work.



- Develop policies and practices to promote workplace health & safety.
- Recognize common health and safety hazards and understand control measures.
- Emphasize the importance of office ergonomics.
- Prevent illnesses and injuries from a variety of sources (chemicals, scents, IAQ, security, housekeeping, slips and trips, driving, weather).
- Build understanding of duties and rights under occupational health & safety legislation.

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