



ESTC ACADEMY

## COURSE OUTLINE OFFICE SAFETY

### Module One: Introduction

**Time Allocation: 10 Mins**

Module terminal objectives: -

Upon completion of the module, the participants should be able to:

- Understand ESTC site emergency plan and procedures
- Demonstrate personal safety and occupational health awareness for the duration of the course
- Comply with ESTC rules of personal and professional behaviour
- Understand the course schedule, overview of modules and learning expectations

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:

- Demonstrate understanding of ESTC site emergency plan and procedures by successfully passing a short written test with a score of 100%.

Delivery Methods:

Lecture Format

Topics:

ESTC site emergency plan & procedures  
Personal safety and occupational health awareness  
ESTC rules of personal & professional behaviour

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### Module Two: General Office Safety

Time Allocation: **150 Mins**

Module Terminal Objectives:-

Upon completion of the module, the participants should be able to:-

- Recognise common causes of office accidents and injuries (Knowledge)
- Recognise slipping, tripping and falling hazards and how to prevent them (Knowledge)
- Recognise the common office furniture hazards and **its** prevention (Knowledge)
- Recognise office environment safety and health hazards (knowledge)
- Recognise good housekeeping practices in the office (knowledge)
- Recognise manual handling, safe lifting and good storage practices (Knowledge)
- Recognise the work equipment hazards and **its** prevention (knowledge)
- Recognise the ergonomics at work station and applying good work practices with Visual Display Units (Knowledge)
- Recognise the importance of office security (knowledge)

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:-

- Identify the common causes of accidents and injuries in the office and practice good housekeeping by successfully passing a short written test with a score of 80%.

Delivery Methods:

Lecture Format / Groups Discussion / Presentation

Topics:

Injuries Statistics

Office accident

Environment and health

Good housekeeping

Manual handling

Work equipment

Ergonomic

Office security

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**Module Three: Office Safety Exercises**

**Time Allocation: 60 Mins**

Module Terminal Objectives:-

Upon completion of the module, the participant should be able to:-

- Perform Office Safety Inspection (competence)
- Report safety and health hazards (competence)

Module Enabling Objective(s):

Upon completion of the module, the participant should be able to:-

- Perform office safety inspection and report safety and health hazards by successfully completing the above exercises

Delivery Methods:

Groups Discussion

Topics:

The office safety Inspection  
A.C.T Card

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### **Module Four: Basic Life Support**

**Time Allocation: 75 Mins**

Module Terminal Objectives: -

Upon completion of the module, the participants should be able to:-

- Recognise the need for basic life support (knowledge/competence)
- Demonstrate how to stop bleeding and fracture immobilisation (knowledge/competence)

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to :

- Understand the basic life support techniques by successfully passing a short written test with a score of 80% and by successfully completing the exercises.

Delivery Methods:

Scenario exercises / Groups discussion / Presentation

Topics:

Expired Air Respiration  
Cardio Pulmonary Resuscitation  
Unconscious  
Bleeding control  
Fracture immobilization  
Recovery position and observation

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### Module Five: Basic Fire Fighting

**Time Allocation: 30 Mins**

Module Terminal Objectives: -

Upon completion of the module, the participants should be able to: -

- Recognise fire precautions and emergency procedures in the office areas (knowledge)
- Make decision upon discovering a fire (knowledge)
- Recognise the classification of fires (knowledge)
- Operate common type of portable fire extinguishers (knowledge/Competence)

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:-

- Know fire precautions and emergency procedures, the classification of fire and type of portable fire extinguishers by successfully passing a short written test with a score of 80%

Delivery Methods:

Scenario exercises / Groups discussion / Presentation / Practice

Topics:

Fire precautions and emergency procedures

Actions taken upon discovering a fire

Classification of fire

Portable fire extinguishers



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**Module Six: Basic Fire Fighting Practical**

**Time Allocation: 45 Mins**

Module Terminal Objectives: -

Upon completion of the module, the participants should be able to: -

- Demonstrate the correct use of portable fire extinguishers (competence)

Module Enabling Objective(s):

Upon completion of the module, the participants should be able to:-

- Know how to use portable fire extinguishers correctly and confidently by successfully completing the above practical exercises.

Delivery Methods:

Practical Exercise / Assessment

Topics:

Portable fire extinguishers

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