



TRAINING THAT DEVELOPS  
*REAL CAPABILITY*



Health & Safety Management in the  
Office

HS010

## Health & Safety Management in the Office

This two-day course provides an introduction to health and safety for office staff. The course covers the employers and employees duties and responsibilities under the Safety Health and Welfare at Work Act 2005, and other applicable legislation.

The Safety, Health and Welfare at Work Act 2005 and the Safety Health and Welfare at Work (General Application) Regulations 2007 have major implications for employers and employees including increased obligations for safety, increased powers for the HSA and increased penalties of up to €3 million and/or two years in prison for those found guilty of breaking the law.

The requirements of the Act will be reviewed.

## Duration & Price

Duration: 2 days

Delivery mode: This programme is available In-Company

## Dates & Locations

*In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.*

## In-Company Training

Please [contact us](#) for more information on our In-Company training options

## What's covered?

- Safety culture
- Review of Safety, Health and Welfare at Work Act 2005
- Role of the safety representative/safety officer and safety committee
- Hazard identification, risk assessment and risk control in an office environment
- Risk assessment case study for an office
- Drafting a Safety Statement
- Employee consultation and communication
- Accident and incident investigation and reporting
- ISO 45001 Health and Safety Management System
- Using checklists to undertake health and safety audits/inspections/risk assessments
- Health and safety performance

## Who should participate?

- Health and Safety Officers and Managers
- Safety Representatives
- Office Managers/Administrators

## What will I learn?

Participants achieve the following learning outcomes from the programme;

- Be familiar with employers and employees responsibilities under the Safety Health and Welfare at Work Act 2005 and other applicable legislation
- Have gained an overview health and safety legislation with particular emphasis on health and safety issues in the office
- Identify the contents of a Safety Statement
- Explain hazard identification, risk assessment and risk control in an office environment.
- Understand the concept of a health and safety management system such as ISO 45001
- Explain the importance of accident and incident investigation and reporting

## How do we train and support you?

### **In-House Courses**

For In-House courses, the tutor will contact you in advance to discuss the course programme in more detail in order to tailor it specifically for your organisation.

### **Course Manual**

Delegates will receive a very comprehensive course manual.

## What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on [CourseCheck.com](https://www.coursecheck.com), an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



[Click Here](https://www.coursecheck.com)



# TRAINING THAT DEVELOPS *REAL CAPABILITY*

SQT provide a unique combination of high quality, accredited, practical training delivered by leading industry experts and supported by the most up to date learning technology and tools

## LEAN SIX SIGMA, PROCESS & PROJECT MANAGEMENT

- [Lean Six Sigma](#)
- [Join our Lean Six Sigma Network](#)
- [Continual Process Improvement](#)
- [Project & Programme Management](#)

## COMPLIANCE, STANDARDS & AUDITING

- [Quality](#)
- [Environment & Energy Management](#)
- [Health & Safety](#)
- [Food Safety](#)
- [Life Sciences](#)
- [Laboratory](#)
- [Integrated Management Systems](#)

## LEADERSHIP & PERSONAL DEVELOPMENT

- [Leadership & Personal Development](#)
- [Train the Trainer](#)



SQT Training Ltd. | T: +353 61 339040 | E: [info@sqt-training.com](mailto:info@sqt-training.com)  
W: [sqt-training.com](http://sqt-training.com)



Please follow us on social media for relevant news, events and updates