



## Training Course Information Form

### Course Information

**Course Name:** Home and Office Safety & Health

**Institute/Centre:** Maritime Safety Institute      **Course Code:** MSIOC 902

**Type:**       Program       Course       Workshop

**Course Duration:**       5 days       3 days       1 day       Other: -----

**Course Conducted:**       Local       International  
Indicate: -----

**Course Venue:** \_\_\_\_\_

**Course Language:**       English       Arabic       Both       Other: -----

### Course Description

#### Course Outlines:

- Childhood Injury – It's Origins and Strategies for Prevention.
- Injury Risk Areas at Home.
- Home Safety Checks and Safety Devices.
- Simple 1<sup>st</sup> Aid measures of minor injuries at Home.
- Office Environment and its impact on Employees' Health
- Safety In the Office and Types of Office Hazards
- Arrangement of Workstation to prevent Injury and Body Stress.

#### Course Objectives:

This course aims to provide all Community Members in the private and organizational sectors with the necessary awareness of various Domestic Risks at home and inside offices and the best means to eliminate or control those risks.

#### Learning outcomes:

On Completion of this course, participants should gain knowledge of the Domestic hazards and Risks present at Home and How to Eliminate or reduce them, as well as the Office Hazards and how to act and how to arrange Workstations in a manner that prevents accidents or long-term negative health effects.

**Course includes:**  Theoretical       Laboratory       Workshop       Site Visit (On Request)

**Course Prerequisites:**

No Course Prerequisites required

**Who should attend:**

All Community Members and Office Employees

**Course References:**

- Home Safety Training Manual (U.S. Department of Housing and Urban Development)
- Office Safety and Health (U.S Department of Labor and Industries)
- The Workplace (Health, Safety and Welfare) Regulations 1992 (UK)

**No. of Participants/course:**  5-10       10-15       15-20       Other: -----

**Qualifications of Participants:**

No Particular Qualifications Required

**No. of Lecturer:**  1       2       3

**No. of Assistance:**  1       2       3

**Course Facilities**

White Board       V. Projector       Data show       PC       Manual       Handouts  
 Books       Handouts       Flip charts       S/W       Other:

**Course Evaluation**

Written Examination       Written Report(s)       Oral Presentation       Attendance  
 Delegates Participation

**Certificate Issue:**  Local Premises       AASTMT       International

**Course Registration**

**Registration:**       AAST Admission Registration       Online       Other: ---local-----

**Fees :**

**Documents required:**       Registration form       ID/Passport copy       Photo