الإسعافات الأولية في مكان العمل وسلامة الموظفين: دليل للمكتب

Duration: 5 Days

Language: ar

Course Code: PO2 - 131

Objective

By the end of the course, participants will be able to:

- Recognize their roles in maintaining health and safety in an office setting.
- Conduct and support risk assessments to identify hazards in office environments.
- Respond effectively to accidents, injuries, or medical emergencies.
- Apply basic life support and administer first aid for common workplace injuries.
- Understand fire prevention principles and perform basic fire response actions.
- Promote a proactive approach to safety among colleagues and teams.
- Document and report incidents accurately and constructively.

Audience

This course is ideal for:

- Office Team Members.
- Health & Safety Coordinators.
- Office Managers.
- HR Professionals.
- Fire Wardens.

- First Aiders.
- Risk Management Personnel.
- Small Business Owners.

Training Methodology

The course employs a variety of instructional methods designed to promote active learning and practical understanding. These include interactive presentations, real-world case studies, group discussions, hands-on risk assessment simulations, and practical first aid and fire safety drills. By the end of the course, participants will be equipped with actionable tools, essential practical skills, and a clear understanding of how to enhance safety and emergency responsiveness in their office environments.

Summary

This course is designed to equip office-based staff and team leaders with essential knowledge and practical skills in workplace safety and first aid. Creating a safe and responsive office environment is not just a legal requirement, it's a responsibility that can save lives and protect your workforce.

Through this training, participants will learn how to identify health and safety risks, perform effective first aid in common office incidents, respond appropriately in case of emergencies, and understand the basic principles of fire safety. This course also includes techniques for assessing risks, maintaining safe procedures, and fostering a safety-focused office culture.

Course Content & Outline

Section 1: Fundamentals of Office Health & Safety

- Introduction to office-related risks and injuries.
- Roles and responsibilities in maintaining workplace safety.

- Safe systems of work and emergency planning.
- Common causes of accidents in office settings.

Section 2: Workplace Risk Assessment

- Identifying and assessing physical and health-related risks.
- Participation of employees in risk reporting.
- Ergonomic assessments and workstation safety.
- Mitigating hazards: trip hazards, poor lighting, electrical safety.

Section 3: First Aid for Office Environments

- Basic first aid principles.
- Handling minor injuries (cuts, bruises, sprains).
- Managing fainting, choking, and allergic reactions.
- How to handle stress-related medical emergencies.
- CPR and the use of AED (Automated External Defibrillator).

Section 4: Fire Awareness and Safety in the Office

- Understanding the fire triangle.
- Common fire risks in offices (equipment, wires, paper, etc.).
- Fire drills, alarm systems, and evacuation procedures.
- Proper use of fire extinguishers.
- Roles and duties of a fire warden.
- Maintaining clear emergency exits and escape routes.

Section 5: Building a Culture of Safety

- Implementing internal safety policies.
- Raising awareness and encouraging safety reporting.
- Appointing health and safety representatives.
- Emergency response planning and simulations.
- Continuous improvement in workplace safety.

Section 6: Incident Response and Reporting

- Reporting accidents and near-misses.
- How to investigate an incident.
- Learning from past events.
- Monitoring and documenting safety performance.

Certificate Description

عند إتمام هذه الدورة التدريبية بنجاح، سيحصل المشاركون على شهادة إتمام التدريب من Holistique Training. وبالنسبة للذين يحضرون ويكملون الدورة التدريبية عبر الإنترنت، سيتم تزويدهم بشهادة إلكترونية (e-Certificate) من Holistique Training.

شهادات Holistique Training معتمدة من المجلس البريطاني للتقييم وخدمة اعتماد التطوير المهني (BAC) كما أنها معتمدة وفق معايير (CPD)، المستمر ISO 9001 واو ISO 21001 و29993.

لهذه الدورة من خلال شهاداتنا، وستظهر هذه النقاط على شهادة إتمام (CPD) يتم منح نقاط التطوير المهني المستمر واحدة عن كل ساعة CPD يتم منح نقطة، CPD ووفقًا لمعايير خدمة اعتماد Holistique Training. التدريب من لأي دورة واحدة نقدمها حاليًا CPD حضور في الدورة. ويمكن المطالبة بحد أقصى قدره 50 نقطة.

Categories

الصحة والسلامة والبيئة, الرعاية الصحية والصيدلانية, إدارة الموارد البشرية HR, القيادة والإدارة

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دورات السلامة المهنية في بيئة العمل: أهميتها وضرورة القيام بها بشكل دوري

تعتبر إجراءات الأمن والسلامة في بيئة العمل من أهم الركائز التي تقوم عليها أي منظمة ناجحة. فالحفاظ على بيئة عمل آمنة ليس فقط واجبًا قانونيًا، بل هو أيضًا مسؤولية أخلاقية تعزز رفاهية الموظفين وتساهم في زيادة الإنتاجية. مع تزايد المخاطر المحيطة بمختلف بيئات العمل، أصبح من الضروري لكل شركة وضع