

Managing Safety in the Office Environment

Edition: 1st Edition

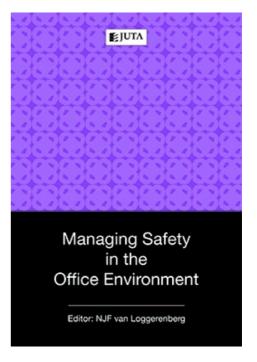
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About this Publication:

Each work environment is different and people are unique; therefore, you need a safe and healthy work environment to work effectively and productively. Preventing injuries and illnesses are a realistic goal and not just a theory. All employees are directly responsible for preventing injuries and illnesses and, because safety awareness is not natural, it is the responsibility of all employers to establish procedures and safety performance standards for each job or function in an organisation.

Contents Include:

Chapter 1: Managing safety in the office environment

Chapter 2: At-risk behaviours in the office environment

Chapter 3: Elements that contribute to unsafe practices in the office environment and how to

prevent them

Chapter 4: Hazards and safety committees in the office environment

Chapter 5: Legal requirements for office safety management