



# NSC e-learning Course on **OFFICE SAFETY**

## **Introduction :**

Although the modern offices appear to be very clean and free of hazards as compared to a factory scenario, there are several hidden hazard present in the offices. Prolonged working in an office can present significant risks to physical and mental health. While the employers have moral, legal and financial duties to provide their staff with a safer place to work and also create an awareness of these risks, it is the responsibility of every office worker to understand the hazards and a safe ways of working in the office. Avoiding accidents at office help business create safer, happier and healthier working environment.

## **Objective of the Course:**

On completion of this program, the participant will be able to identify various safety risks in his or her office, understand the safety norms at the work places and adhere to the safe working practices in the office.



Identify various hazards a office.



Know the classes of Fire and its Extinguishment



Health Hygiene etiquettes.

## **Who can Enroll ? :**

The course is aimed at all levels of employees who work in an office environment.

## Who can Enroll ? :

Course Contents :	Course Structure:
<ol style="list-style-type: none"><li>1. Common Hazards at the workplace.</li><li>2. Fire Safety &amp; Emergency Preparedness.</li><li>3. Electrical Safety.</li><li>4. Ergonomics.</li><li>5. Occupational Health &amp; Hygiene</li></ol>	<p>Validity : 30 days</p> <p>Modules: 5 Modules</p> <p>Course Fees: Rs.4130/- (inclusive of all taxes) to be paid at the time of registration.</p> <p>Payment can be made by Internet Payment Gateway /NEFT.</p> <p>Fees once paid will not be refunded.</p> <p>Reading Material can be accessed from your respective login id and passwords. No soft &amp; hard copy will be provided.</p> <p>Login id &amp; Pwd : After the realisation of payment, participants will be receiving user id and password.</p> <p>Examination: There are 5 modules. Each module has online test. The passing criteria of each module is 50 % . The test will comprise of 10 objective questions. Participant will be given 3 attempts to pass the module. Unless the participant clears the module, he/she cannot proceed further to the next module. If the participant is unable to pass any module in 3 attempts, the course will get terminated automatically.</p> <p>Certificate: Certificates can be downloaded after the successful completion certificate from the elearning site.</p>

## Payment Details :

Payment to be made prior to registration. It can be done through Credit/Debit cards/ NEFT. Unique Transaction Reference Number (UTR No).Transaction ID generated to be noted and entered in the Registration Form .

## Relevant bank particulars are as follows :

### Name of the Bank : Bank of India

Address of the Bank Plot No. 11, Sector - 11, CBD  
Belapur, Navi Mumbai – 400 614  
Bank Account Number 011620100005233  
Bank Branch MICR Code 400013106  
Bank Branch IFSC Code BKID0000116  
NSC's Income Tax PAN AAATN3069N

NSC's Service Tax No. AAATN3069NSD001  
Provisional GST No. 27AAATN3069N1Z4  
Service Category Commercial Training or Coaching  
GST no. 27AAATN3069N1Z4  
HSN Code 999293

## For additional information, please contact:

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