



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 hazards present in the offices. Prolonged working in an office can present significant risks to physical and mental health. While 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 way 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 workplaces and adhere to the safe working practices in the office.



Identify Various
Hazards at
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.

Course Contents:	Course Structure:
<ol style="list-style-type: none"> 1. Common Hazards at the workplace. 2. Fire Safety & Emergency Preparedness. 3. Electrical Safety. 4. Ergonomics. 5. Occupational Health & Hygiene 	<p>Validity: 30 days</p> <p>Modules: 5 Modules</p> <p>Course Fees: Rs 4484/- (inclusive of all taxes) to be paid at the time of registration.</p> <p>Payment can be made by Internet Payment Gateway /NEFT. Fees once paid will not be refunded.</p> <p>Reading Material can be accessed from your respective login id and passwords. No soft & hard copies will be provided.</p> <p>Login id & Password: After the realisation of payment, participants will be receiving user id and password.</p> <p>Examination: Each module has an online test. The passing criterion 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> <p>Note: In case participant unable to complete the course within specified duration, then they have to pay additional 50% of the course fees (Rs.2,242/-) for extending the course duration for next 30 days.</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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 National Safety Council, India

