

# Electrical Safety (Office)

Most office environments are considered low-risk in terms of electrical hazards. While this may be true, it does not make the hazards any less significant. An office could be dangerous if control measures are not maintained and regular assessments of risk are not carried out.

Most electricity-related injuries are typically the result of:

- Poorly installed and/or maintained electrical equipment
- Faulty wiring
- Overloaded, overheated or shorted outlets
- The use of flexible leads and extension cables that are damaged
- Using equipment that is believed to be dead but is live
- Incorrect replacement of fuses
- Using electrical equipment near a source of water or with wet hands

Any faulty equipment, wiring or plugs should be removed from use immediately and reported. Extension cables should never be overloaded and only a competent electrician should attend to wiring etc.



- Switch off and unplug appliances when not in use
- Do not force a plug into an outlet and take out of use any that 'rattle'
- Don't run electrical cords through high foot traffic areas or where they can be damaged