Office Electrical Safety

Most offices are considered low-risk in terms of electrical hazards, but an office could be as equally dangerous as any other job if risk assessments are not being carried out. Most common causes in an office would be a fault or unsafe installation, electrical equipment used in an office is potentially hazardous and can do some serious damage.

Main Points:

Electricity-related injuries cause by:

- Faulty wiring.
- Replacement fuses being used incorrectly.
- Overheated outlets.
- Electrical equipment being used with wet hands or around water.
- Poorly maintained electrical equipment.
- Overloaded or shorted outlets.
- Electrical wires and equipment being used thinking its dead but is live.
- Poorly installed electrical equipment.

📞 **01823 299580**   ✉ **info@atlas-sm.co.uk**   ↖ **www.atlas-sm.co.uk**

Atlas Safety Management Ltd.
Registered Office: Unit Z1 Westpark, Chelston, Wellington, Taunton, TA21 9AD. Company No: 9470014.

smas worksafe consultant
as recognised by
SSIP SAFETY SCHEMES IN PROCUREMENT

QA QUALSAFE AWARDS
REGISTERED CENTRE
Centre No : 0906760

Discussion Points:

Important tips regard to electrical safety in the office:

- If there is any electrical components or wires that are exposed, make sure they get covered or guard.
- Do not overload outlets.
- Do not cover up any extension leads with mats or rugs.
- Do not use any electrical equipment near water.
- Unplug any appliances if they are getting repaired.
- Minimize use of extension leads, do not plug them together and only use them if you really need them.
- Do not ignore warning signs.
- Inspect equipment and cords regularly and if they have a default then make sure it gets reported immediately.

Use the right equipment:

- Choose electrical equipment that is suitable for its working environment.
- Ensure that equipment is safe when supplied and maintain it in a safe condition.
- Electrical equipment used in flammable/explosive atmospheres should be designed not to produce sparks. Seek specialist advice when choosing this type of equipment.
- Protect light bulbs and other easily damaged equipment – there is a risk of electric shock if they are broken.

Talk to Atlas about Safety Management for your business