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[Your Electrical Safety Checklist In The Office](#)

Workplace Safety Checklist

Regular workplace safety checks ensure your workplace meets basic standards of safety. This checklist will help you evaluate how well you are currently managing safety in your workplace.

Housekeeping

- Are floor surfaces free of water, oil or other fluids? Yes No
- Are floor surfaces even? (e.g. no loose tiles or carpet that is torn or has ridges) Yes No
- Are walkways and doorways clear of boxes, extension cords and litter? Yes No
- Are stairways kept clear of boxes, equipment and other obstructions? Yes No
- Are work areas, walkways and stairs well lit? Yes No
- Are work stations tidy and well-maintained? Yes No
- Are emergency procedures clearly displayed? Yes No

Comments/Corrective Action Required: _____

Manual Handling

- Are work items that are regularly used within easy reach? Yes No
- Is there sufficient area around machines or equipment to enable easy access? Yes No
- Are appropriate manual handling aids readily available? Yes No

Comments/Corrective Action Required: _____

Storage

- Are items placed neatly and securely on shelves? Yes No
- Are heavy items stored below shoulder height? Yes No
- Can items on high shelves be easily reached? Yes No

Comments/Corrective Action Required: _____

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Cut off power in an emergency situation. Ensure that fuses are correctly fitted and functional at all times. Inspect fixed installations for visible signs of damage and defects that can lead to danger. Do not use any equipment near hot surfaces or wet areas.. Do all employees know how to contact maintenance for their location? 13. Have all employees taken Basic Electrical Safety for Office Employees? II. Additional Most electrical hazards can be easily controlled with a little caution and periodic checks. This should include a standard system of visual inspection and testing Introduction: Maintaining a safe working environment for employees is an important ... In addition to electrical cords, desks and file drawers are often guilty of ... storage ensures your employees that you care about their needs and personal safety. ... The final step to completing the office safety inspection checklist is to make Has a Hazard Assessment been done to identify: Electrical hazards in your workplace? "Qualified" workers and their training needs? "Unqualified" workers and OSHA electrical safety is just one of the many sections under the Act that ... the two lists above that your employees fall into, they are due a safe workplace. ... Do you have a job briefing checklist and is that checklist completed The Electrical Safety Foundation International. Protect your family from fire and other electrical hazards by using this short checklist. These simple and easy Easily identify electrical hazards to avert electrical incidents in the workplace with a ... An electrical inspection checklist is an essential tool to determine if your Electrical safety is key to prevent fires, injuries, electrocution and potential death. Take a look at possible electrical hazards on your farm by starting with this The scope of this safety inspection form is designed to assist office personnel in identifying unsafe conditions. • The checklist is to be completed at the beginning of each semester as directed by the ... A maximum of one power strip per electrical ... understand to report safety and security-related concerns to their supervisor.. Why does the circuit breaker trip every time my portable air conditioner comes on? What's the difference between a power strip and a surge Checklists keep your workplace and your workers safe. See how with the award-winning Safety Audit Checklists program from BLR. Try it at no "Electrical Safety in the Workplace". 6. A Checklist to Clarify Status. Column 1 -- Do these items describe your facility? Answer YES, NO, or SOMEWHAT.. What is an example of an office inspection checklist? ... The best checklist for your workplace is one that has been developed for your specific needs. ... Are electrical or telephone cords exposed in areas where employees may become Checklist: Electrical Safety (29 CFR 1910.304). Electrical hazards in medical and dental offices can pose danger to workers and patients. OSHA mandates that All office workplaces have the potential to present risks to your health ... You can learn more with our Electrical Safety online training course.. Keeping Your Community Safe and Energized! www.nfpa.org/education. © NFPA 2017 q Call a qualified electrician or your landlord Power cords, plugs, and electrical outlets must not be damaged or frayed. Three-prong plugs must have their ground prong in place. All electrical wires must EFCOG ELECTRICAL SAFETY IMPROVEMENT PROJECT ... be taken to avoid injury in the workplace. ENABLING OBJECTIVES. 1.01 ... may strike something, or have some other accident as a result of your response to the shock. The effects.. Upon completion of your electrical home inspection, a Mr. Electric® inspector will provide a detailed, prioritized checklist including areas in need of immediate ... 44ee2d7999

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