

# OFFICE SAFETY CHECKLIST

ESFI recommends following important safety principles to identify and correct electrical hazards that may be present in your work environment:

## Office Equipment

- Is all of your electrical equipment – computers, printers, scanners, shredders, telephones, PDAs – plugged into the same circuit? The electrical load of your equipment should be spread over several circuits.
- Are your office electronics plugged into an adequate surge protector device?
- Are grounded (3-prong) appliances and equipment plugged into grounded outlets?
- Do you protect your office electronics from possible spillage of food and beverages?
- Does all of your electrical equipment bear the mark of a nationally recognized testing laboratory?

## Electrical Cords/Cables

- Are the electrical cords for your equipment placed where they cannot be cut by sharp desk or drawer edges or rolled over by chair legs?
- Are electrical cords routed across doorways or other openings? Plan ahead to avoid injuries and equipment damage.
- Do you utilize extension cords as a permanent source of power? If so, consider having additional circuits installed by a licensed electrician.
- Have you placed electric cords where there is air circulating to prevent overheating?
- Are electrical cords kept away from radiators, space heaters and/or other heat sources?
- Have you recently examined your electrical cords to check for signs of wear, fraying or cracking?

## Facilities

- Are all electrical outlets in your office fully covered with outlet plates?
- Are electrical panel doors freely accessible and unblocked by furniture or clutter?

