Electrical safety at work

For shops and offices: load, extension boards, closing time and inspection

1 Load

- Before you add an AC, heater, geyser, oven or machine, ask a **licensed electrician** if the wiring can take it.
- Heavy appliances get **their own proper socket**, not an extension board.
- Use only **ISI-marked** wires, plugs and boards.

2 Extension boards

- **One board per wall socket.** Never plug a board into another board.
- Board, plug or adaptor **warm**, smelling of burning or sparking? Unplug it and call an electrician.
- Replace cracked or damaged plugs and cords. **Do not tape them up.**
- Keep cords out of walkways and away from wet floors.

3 Every closing time

- **Switch off** lights and equipment you do not need overnight.
- **Unplug** heaters, irons and kettles.
- Keep cartons, paper and stock **away from sockets**, the meter box and the distribution board.
- Charge lithium-ion batteries (e-bikes, tools, UPS) in a set area **away from stock and exits**.

4 Inspection

- Have the wiring checked by a **licensed electrician** when you take over older premises, before adding heavy equipment, and when you see warning signs.
- Check that an **RCCB** is fitted. Press its test button regularly.
- Staff tell the manager about damaged plugs, sockets and cords.
- Write down the date of every check.

Stop and call a licensed electrician if

- Lights flicker or dim, or the MCB trips again and again
- A burning smell, warm switches or plugs, or sparks
- A tingling feeling from an appliance or tap

Electrical fire

1. Switch off at the main only if safe. **Never use water.**
2. Small fire: CO2 or ABC dry powder extinguisher.
3. Spreading? Get everyone out. Call **101 or 112**.

Check local rules for inspection intervals.

A guide, not a legal compliance document. Follow your local fire department's advice.

CALL 101 OR 112

101 = fire service | 112 = any emergency
In a real fire: get out first, then call from outside.