

**Company Health & Safety  
Standard Method Statements and Bibliography**

**VIII  
Office Maintenance**

Guidance Notes .....

Forms .....

**1. On the Companies Premises**

- a. Office machines and equipment will be electrically isolated before repair or maintenance work is carried out on them.
- b. Appropriate steps or ladders will be used when accessing items out of easy reach.
- c. High voltage (greater than 240 v) appliances, gas and oil fired appliances will only be maintained by appropriately qualified personnel or subcontractors
- d. Furniture will be regularly visually inspected from a HSE perspective
- e. Electrical equipment will be regularly visually inspected from a HSE perspective.
- f. Office environment will be adequately lit, ventilated and heated.
- g. Refer to the following sections for further guidance
  - 1. XI Slips trips and falls
  - 2. XIX Working on equipment & machinery
  - 3. XXIII Maintenance & building work