

FIRE PREVENTION GUIDELINES

To maintain a safe working environment and reduce the risk of electrical fires, all staff must follow the safety instructions below regarding the use of electrical appliances:

1. TURN OFF APPLIANCES WHEN NOT IN USE

- Always switch off appliances at the socket when not actively using them.
- Do not leave devices running unattended overnight or during extended periods away from your workstation.

2. UNPLUG APPLIANCES WHEN NOT IN USE

- Unplug devices completely to eliminate the risk of fire caused by:
 - ✚ Faulty wiring
 - ✚ Overheating
 - ✚ Power surges
- This simple action can significantly reduce fire hazards and conserve energy.

3. APPLIANCES TO TURN OFF AND UNPLUG WHEN NOT IN USE

OFFICE EQUIPMENT	ELECTRONIC DEVICES	KITCHEN APPLIANCES
<ul style="list-style-type: none">✚ Computers✚ Monitors✚ Printers etc....	<ul style="list-style-type: none">✚ TVs✚ Phone and Laptop chargers etc...	<ul style="list-style-type: none">✚ Toasters✚ Kettles✚ Coffee Machines✚ Microwaves etc..

4. INSPECTION AND MAINTENANCE






- Report any appliance that sparks, overheats, or emits a burning smell immediately to the maintenance team.
- Do not use damaged cords or plugs.
- Regular safety checks will be scheduled—ensure appliances are accessible for inspection.

5. GENERAL SAFETY TIPS

- Avoid overloading power strips and sockets.
- Ensure all appliances are used in accordance with the manufacturer's instructions.

To maintain a safe workplace and prevent fire hazards, the following items are strictly prohibited inside office premises

BANNED ELECTRICAL APPLIANCES/ITEMS

Name of appliances	Banned items photos	Remarks
Electric Heater		Not permitted
Coffee maker		Not permitted
Refrigerator		Not permitted
Sandwich maker		Not permitted
Toasters		Not permitted

AHLIA UNIVERSITY ELECTRICAL SAFETY INSTRUCTIONS

Kettle		Not permitted
Microwave oven		Not permitted
Bakhoor		Not permitted
Candles		Not permitted
Overload connections		Not permitted
Electric hot plate		Not permitted

Electrical safety is everyone's responsibility. Your actions can help prevent accidents and protect lives and property.