



SAFETY INSPECTION CHECKLIST FOR OFFICES

ELECTRICAL:

- Extension cords cannot be used to make permanent wiring connections.
- 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 be covered leaving no bare wires exposed.
- Modular furniture with electrical outlets must have covers over all wires.
- All power strips should be plugged directly into outlets and not “daisy-chained” (plugged in a series).



- Outlets near wet surface areas such as bathrooms or kitchens must have functioning Ground Fault Circuit Interrupters (GFCI).
- Test GFCI outlets periodically by tripping the test button. Reset the unit by pushing the reset button.
- Electrical panel doors must be closed. If open, DO NOT APPROACH. Immediately notify appropriate party (AOC/ landlord/ maintenance staff).

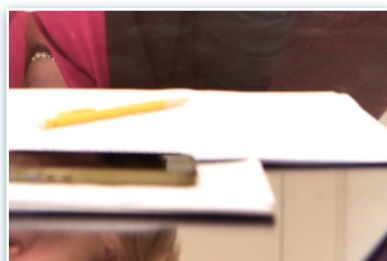
- Plug appliances directly into grounded outlets, appropriately sized for power supply.
- There should be a 36” clearance in front of all electrical panels.
- Electrical equipment and appliances must be approved by a Nationally Recognized Testing Laboratory.

CHEMICAL SAFETY:

- Safety Data Sheets (SDS) must be available for all hazardous chemicals located in the workplace.
- Chemical containers must be properly labeled and kept closed when not in use.

EMERGENCY RESPONSE:

- Emergency telephone numbers should be up to date and readily available.
- Office annunciators must be working properly, kept charged, and reset after each emergency.
- Emergency Action Plans must be in place, and all employees must be trained on the plan.
- Emergency duties should be assigned to employees according to the office’s Emergency Action Plan.



- Employees must know where to go when required to evacuate the building or “shelter in place.”
- First Aid supplies should be available if medical services are not. If you elect to have a kit, contents must be up to date.



- Maintain functioning alarms and annunciators.
- Aisles, stairs, and hallways must be kept clear of obstructions that could block exits.
- Exit signs must be working and visible in all conditions and locations.
- Exit routes must be adequate, i.e., 18” for a single person and 28” or more for multiple persons.
- There should be two exit routes out of a work area.
- Exit routes that are designated for emergency exits cannot be obstructed.
- All areas must have functional emergency lighting.

ENVIRONMENTAL:

- Lighting should be adequate to allow employees to see their work without eye strain.
- Keep workplaces free from

cause fire, rodent, or vector problems (i.e., certain insects that transmit disease).

□ Properly identify areas that contain asbestos. Maintain surfaces to minimize fiber releases.

□ Floors should be clean, dry, and free from tripping hazards.



FIRE:

□ Plug space heaters directly into outlets and ensure that they are equipped with tip-over switches.

□ Make sure that items are stored no closer than 18” under sprinkler heads.

□ Inspect fire extinguishers to ensure that they are fully charged, have monthly and annual tags affixed, and are not damaged.

□ Fire extinguishers, pull stations, and strobe lights should be visible and accessible.

□ Store combustible materials away from ignition sources, exit stairwells, and electrical closets.

□ All ceiling tiles should be intact.

□ Cords and wires should be protected from damage and pinch points and not run through ceilings, doorways, walls, or other openings, or under rugs or chair mats.

□ Fire doors must not be blocked, locked, or obstructed, and must be free from flammable materials such as posters and fliers.

□ Use flame retardant draperies.

□ Fire doors must be working properly and close securely.

□ All fire wall penetrations must be sealed.

□ All stairways, corridors, and exits should be clear of obstructions.

□ Fire sprinklers should be in good condition and free from corrosion.

MACHINE GUARDING:

□ Portable fans should have fan-blade guard openings of .5 inch diameter or less.

□ Paper cutters must have a finger guard in front of the blade arm, and blade arm tension must be adjusted to prevent free fall.

SLIPS, TRIPS, FALLS:

□ Rungs and feet of portable ladders and steps of stools should be supplied with non-slip material.

□ Cords, wires, and cables should not run across aisles, walkways, or exit route pathways.

□ Carpets and rugs must be secured and in good condition.

□ Practice good housekeeping by cleaning up spills.

□ Stairways should have non-slip treads and proper lighting.

□ Keep walking surfaces dry during inclement weather.

MATERIAL STORAGE:

□ Secure materials stored on overhead racks and ensure that racks are attached to walls.

□ Heaviest items should be loaded in the bottom of file drawers to prevent the cabinet from tipping.

□ Drawers of file cabinets should not be left standing open.

□ Secure heavy items on top of shelves.

□ Have step stools or ladders available to reach high places.

WORKPLACE:

□ Best practices would include posting “Your Rights in the Congressional Workplace” in an area visible to employees.

NEED HELP?

If you need help addressing an issue, contact:

House Services Center:
202-225-4141 or
Senate Services Center at
202-224-3141



For more information on workplace safety and protections under the Congressional Accountability Act, visit www.compliance.gov, or contact us at 202-724-9250.

