



EXIT DOORS CLEAR?



SAFE OUTLETS?



FIRE PROTECTION?



SAFETY PLAN?

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 / facility maintenance staff).
- There should be a 36” clearance in front of all electrical panels.
- Plug appliances directly into grounded outlets, appropriately

sized for power supply.

- 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 should 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.
- Employees must know where to go when required to evacuate the building or “shelter in place.”
- Emergency duties should be assigned to employees according to the office’s Emergency Action Plan.
- Aisles, stairs, and hallways must be kept clear of

obstructions that could block exits.

- Maintain functioning alarms and annunciators.
- 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.
- First Aid supplies should be available if medical services are not. Keep contents up to date.

ENVIRONMENTAL:

- Lighting should be adequate to allow employees to see their work without eye strain.
- Keep workplaces free from clutter and debris that could cause fire, rodent, or vector problems (i.e., certain insects that transmit disease).
- Properly identify areas containing asbestos and properly maintain surfaces to minimize fiber releases.
- Floors should be clean, dry and free from tripping hazards.

ERGONOMICS:

- Use proper lifting techniques.
- Position equipment on desk in a manner that avoids excessive leaning and reaching.
- Place computer monitor directly in front of person and at arms-length. Position monitor no higher than eye level and keyboard directly in front of monitor.
- Position monitor to avoid screen glare and avoid window and bright lights.
- Ensure that chair has good lumbar support and is as close to the work as possible.
- Position equipment to support weight of arms while typing or working at desk.

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 in place and 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.
- 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 door hardware must be working properly.
- 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 have must have a finger guard in front of the blade arm, and blade arm tension must be adjusted to prevent free fall.

MATERIAL STORAGE:

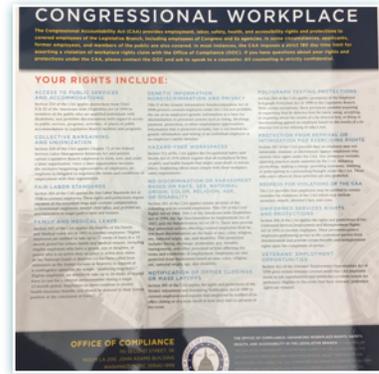
- Secure materials stored on overhead racks and ensure that racks are attached to walls.
- Heaviest items should be loaded in the bottom of file drawers to prevent the cabinet from tipping.
- Drawers of file cabinets should not be left standing open.
- Secure heavy items on top of shelves.
- Have step stools or ladders available to reach high places.

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 and removing objects from floor passageways.
- Stairways should have non-slip treads and proper lighting.
- Keep walking surfaces dry during inclement weather.

WORKPLACE:

- "Your Rights in the Congressional Workplace" poster should be placed in an area visible to employees.



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