



# 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).

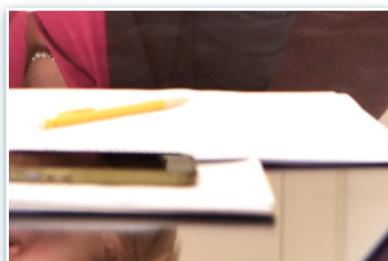
- Plug appliances directly into grounded outlets, appropriately sized for power supply.
- There should be a 36” clearance in front of all electrical panels.
- Electrical equipment and appliances must be approved by a Nationally Recognized Testing Laboratory.

## CHEMICAL SAFETY:

- Safety Data Sheets (SDS) must be available for all hazardous chemicals located in the workplace.
- Chemical containers 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.
- 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. Keep contents 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 clutter and debris that could

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

- Properly identify areas 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.

### SLIPS, TRIPS, FALLS:

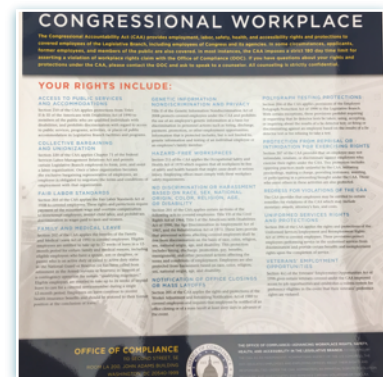
- Rungs and feet of portable ladders and steps of stools should be supplied with non-slip material.
- Cords, wires, and cables should not run across aisles, walkways, or exit route pathways.
- Carpets and rugs must be secured and in good condition.
- Practice good housekeeping by cleaning up spills.



For more information on workplace safety and protections under the Congressional Accountability Act, visit [www.compliance.gov](http://www.compliance.gov), or contact us at 202-724-9250.

### 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:

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