

## For Your Information

The Congressional Accountability Act (CAA), enacted in 1995, applies the rights and protections of certain labor and employment laws to the Legislative Branch. The Office of Compliance is the independent agency charged with administering and enforcing the CAA.

The Office of Compliance is required to inspect various Legislative Branch facilities at least once per Congress and to create a report documenting compliance with the safety and health provisions of the CAA.

The safety issues described in this pamphlet are among the most commonly cited hazards identified by the Office of Compliance in its biennial safety and health inspection reports.

The goal of providing House offices with this pamphlet is to assist in identifying and eliminating these common hazards in an ongoing and cooperative effort to provide both



For additional information, contact:

**House Superintendent's Office**  
*Attn: Safety Division*  
202-225-4141  
<http://house.aoc.gov>

**Office of the Chief Administrative Officer (CAO)**  
*Attn: Safety Coordinator*  
202-225-8000  
<http://housenet.house.gov>

staff and visitors with a safe and healthy environment.

Thank you in advance for your efforts.



# Working Together for a Safe Workplace



**Safety  
Takes  
Teamwork**



# Common Office Safety Hazards



This pamphlet identifies common office safety hazards and how to avoid them. By following a few simple tips, you can ensure a safe environment for you and your co-workers, and help your office comply with applicable safety laws.

## Extension Cords

Extension cords are for temporary use only and should be reserved for holiday or special events. For everyday needs, use a multi-strip surge protector.

## Multi-Strip Surge Protectors

When using a multi-strip surge protector, do not plug one unit into another. This greatly increases the chance of electric shock or fire.

If your office uses a vendor for computer and network installation(s), please advise your vendor of this hazard to ensure compliance with this safety requirement.

For delivery and installation of multi-strip surge protectors, contact the House Superintendent at 5-4141 or make your request online at <http://house.aoc.gov>, then click on the *Work Request* button.

## Electric Panels

Electrical panels must be accessible at all times.

Call CAO First Call+ at 5-8000 for assistance with rearranging furniture in your office.

The House Superintendent, through the Architect of the Capitol (AOC), has designers on staff who can design an office layout that will ensure electrical panels are not blocked. Contact the House Superintendent for design assistance at 5-4141.

## Emergency Exits

To ensure that everyone can safely exit your office space in an emergency, maintain a clear path to all exit doors.

If you would like assistance in creating required exit pathways, contact CAO First Call+ at 5-8000.

## Fire Protection

Fire protection in offices and storerooms is another critical life safety issue.

Keep all storage items 18 inches or more below the level of fire sprinklers.

Fire extinguishers and fire alarm pull stations should also remain clear at all times since these items are a critical component of any fire protection plan.

For assistance in relocating storage items, contact the House Superintendent at 5-4141.

## Tripping Hazards

To prevent tripping hazards, keep all cables, cords, computers and other items out of walkways and exit pathways. CAO First Call+ at 5-8000 or the House Superintendent at 5-4141 can assist you.

## Hazard Reporting

Please report hazards such as non-working outlets, frayed or damaged cords and damaged or unsafe furniture to CAO First Call+ at 5-8000 or the House Superintendent at 5-4141. Potential hazards such as carpet buckling, tears and rips, or damaged chair mats should also be reported since these items can, over time, become serious hazards if left unattended.