

STATE AND DISTRICT OFFICE SELF-INSPECTION



The [Congressional Accountability Act \(CAA\)](#) applies provisions of the Occupational Safety and Health Act (OSHAct) to the legislative branch. The OSHAct requires that workplaces be free from recognized hazards that might cause death or serious injury.

In 2023, the Office of Congressional Workplace Rights (OCWR) will present its [Safety Recognition Awards](#) to those Members of the 117th Congress who presented a hazard-free workplace on the date of the OCWR inspection and completed a brief self-certification form regarding basic safety measures for all of their additional district or state offices. The self-certification is voluntary and not required by the CAA.

Each district and state office should complete the checklist, but only one certification form is required for each Member of Congress.

Extension cords cannot be used to make permanent wiring connections. Replace all extension cords with surge protector power strips or have permanent electrical outlets installed. Surge protector power strips should be plugged directly into the electrical outlets and not “daisy-chained” (plugged in a series – see photos below)



1. Have all extension cords (if any) been replaced and are all surge protector power strips plugged directly into electrical outlets?

☐ Yes ☐ No

2. Power cords, plugs, and electrical outlets must not be damaged or frayed. **Are all power cords, plugs, and electrical outlets in good condition?**

☐ Yes ☐ No

3. Electrical outlets near water sources such as sinks located in 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. (See video.) If you have a water source within your office suite, have you completed the tests and reset for all GFCIs in the office?

☐ Yes ☐ No

☐ The outlets near a water source do not have GFCIs, but we have arranged to have GFCIs installed

☐ N/A , there is no water source (bathroom, kitchen, or sinks) within the office suite

4. Do the employees working in the office know what to do in the event of a fire or other emergency?

☐ Yes ☐ No

5. Are all aisles, stairs, and hallways clear of obstructions that could block pathways that are used as emergency exits?

☐ Yes ☐ No

6. Do you have a Notice of Rights posted in a conspicuous place where notices to covered employees are customarily posted?

☐ Yes ☐ No

Please consult the OCWR publication [Common Office Safety Hazards](#) for additional guidance.

Note: For assistance with ANY electrical, structural, and/or design issues within an office space, and any issues that are not within an immediate office space (hallways, common areas, stairwells, etc.), staff should notify the appropriate entity to address such issues (e.g. landlord/building maintenance staff). Questions? Contact the Congressional Office of Congressional Workplace Rights at 202-724-9250