



COMPLIANCE@WORK

An educational resource for Legislative Branch employees and employers to help understand workplace rights and legal responsibilities under the Congressional Accountability Act of 1995

January 2016

Happy New Year

Resolve to Keep a Safe and Accessible Office in 2016

We all know what a new year means to a workplace. Cleaning, organizing and sprucing up the office. The Office of Compliance wants to add “make the office safe and accessible” to your list of workplace resolutions. Not only will you comply with Occupational Safety and Health (OSH) regulations, but you may win an award for it.

In 2016, the Office of Compliance will present **Safe Office Awards** to Congressional offices with ZERO safety and health violations. If you don't want to miss the awards ceremony, be aware of these hazards around the office:

1) **Space Heaters** – Proper use of a space heater requires careful placement and monitoring. While space heaters may seem to provide warmth to a cold work area, in reality they are highly inefficient and pose serious risk of fire.

2) **Power Strips and Dangerous Daisy Chains** Resist the urge to bring power to a cramped office space by connecting power strips. Also known as “daisy chains,” coupled cords are hazards and violate OSH regulations.

3) **Computer Workstation Setup** – Adjust your chair, keyboard, monitor, and other commonly used equipment to stay comfortable throughout the day and into any long night of deliberations.

4) **Know Your Emergency Exits** – Know the closest exit to the outside and post signs for staff and visitors. Whether from a fire or other threat, it is imperative to know how to quickly and safely exit. Remember that there may be others unfamiliar with the Capitol complex or facing mobility challenges who might need your assistance.

5) Understand the **Americans with Disabilities Act (ADA)** – Learn how you can make your office accessible to individuals with disabilities.



The Office of Compliance performs critically important work by helping keep Congressional offices safe. Staff members work hard around here and the Safe Office Awards help us all remember that safety comes first.

Senator Jon Tester (MT)