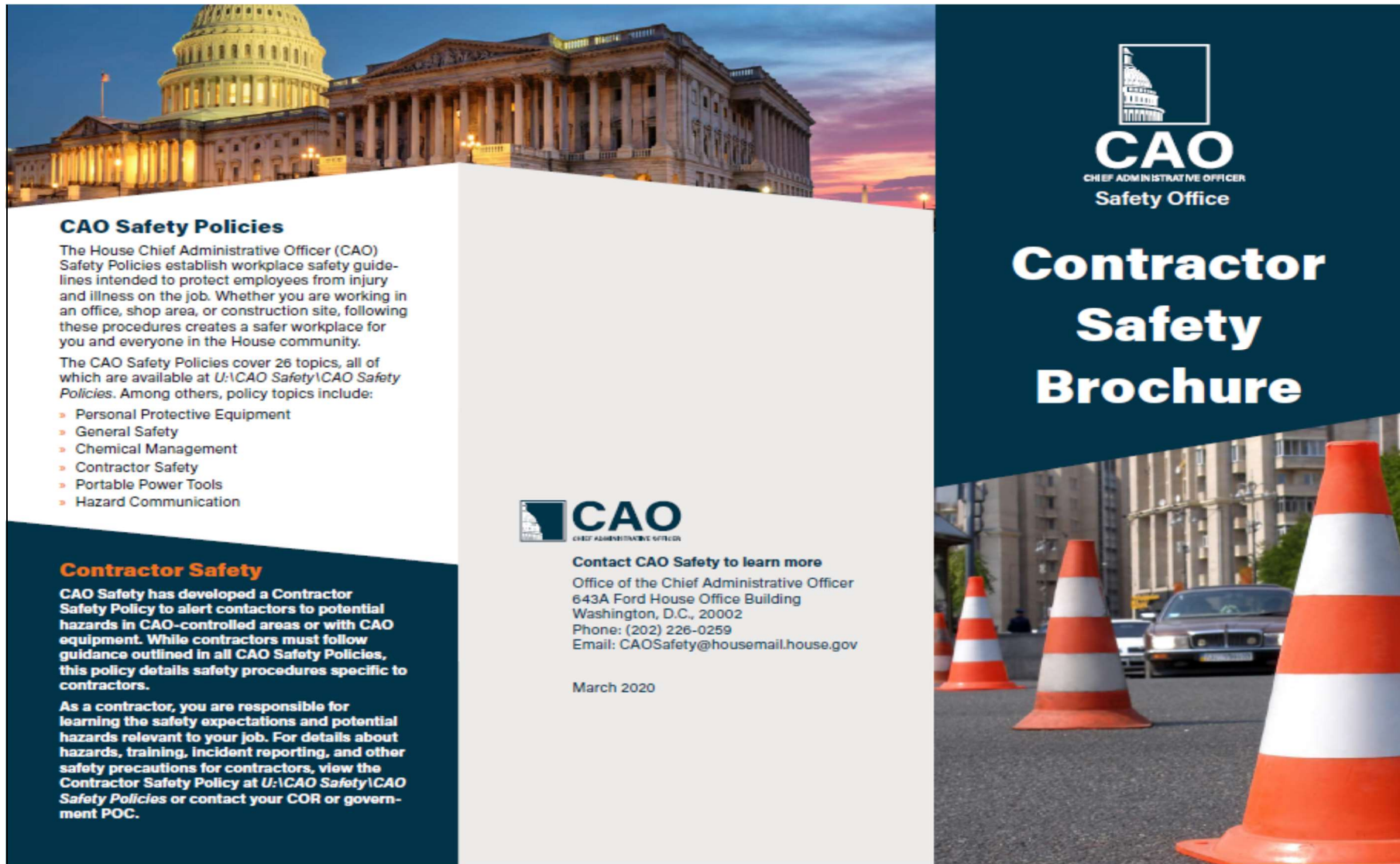


Attachment D.1 CAO Contractor Safety Brochure



CAO Safety Policies

The House Chief Administrative Officer (CAO) Safety Policies establish workplace safety guidelines intended to protect employees from injury and illness on the job. Whether you are working in an office, shop area, or construction site, following these procedures creates a safer workplace for you and everyone in the House community.


The CAO Safety Policies cover 26 topics, all of which are available at *U:\CAO Safety\CAO Safety Policies*. Among others, policy topics include:

- ▶ Personal Protective Equipment
- ▶ General Safety
- ▶ Chemical Management
- ▶ Contractor Safety
- ▶ Portable Power Tools
- ▶ Hazard Communication

Contractor Safety


CAO Safety has developed a Contractor Safety Policy to alert contractors to potential hazards in CAO-controlled areas or with CAO equipment. While contractors must follow guidance outlined in all CAO Safety Policies, this policy details safety procedures specific to contractors.

As a contractor, you are responsible for learning the safety expectations and potential hazards relevant to your job. For details about hazards, training, incident reporting, and other safety precautions for contractors, view the Contractor Safety Policy at *U:\CAO Safety\CAO Safety Policies* or contact your COR or government POC.

 **CAO**
CHIEF ADMINISTRATIVE OFFICER

Contact CAO Safety to learn more
Office of the Chief Administrative Officer
643A Ford House Office Building
Washington, D.C., 20002
Phone: (202) 226-0259
Email: CAOSafety@housemail.house.gov

March 2020


CAO
CHIEF ADMINISTRATIVE OFFICER
Safety Office

**Contractor
Safety
Brochure**

GETTING STARTED WITH SAFETY

An accident on the job can happen instantly, and the consequences can be far-reaching. Taking the time to familiarize yourself with safety protocols at the beginning of a project can mean the difference between serious injuries and a safe workplace for the life of the project.

Before work begins, contractors can set the stage for safety by:

- ▶ Performing a hazard assessment for all steps in the project.
- ▶ Reviewing the hazard assessment and CAO Safety Policies with your employees before the start of the project.
- ▶ Completing all trainings necessary for the required tasks and equipment.

Hazard Communication

Contractors should be capable of recognizing workplace hazards and addressing them with their employees. View the Hazard Communication Policy at [U:\CAO Safety\CAO Safety Policies](#) to learn more about contractors' hazard communication responsibilities.

General Safety Tips

Put safety first by following these best practices:

- ▶ Adhere to CAO Safety Policies and conduct all work in a safe manner.
- ▶ Know the location of safety and emergency equipment.
- ▶ Only use approved chemicals in their authorized manner and know how to access safety data sheets.
- ▶ Wear clothing appropriate for your work task and the environmental conditions.
- ▶ Observe good housekeeping practices.
- ▶ To learn more, view the General Safety Policy at [U:\CAO Safety\CAO Safety Policies](#).

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Wearing the appropriate PPE can help protect you from workplace hazards. Contractors are required to provide and wear all PPE necessary for safely performing tasks in CAO-controlled areas.

To learn more, view the Personal Protective Equipment Safety Policy at [U:\CAO Safety\CAO Safety Policies](#).



Make Safety Work for You

Learn the safety policies, procedures, and PPE requirements that will keep you safe at your job. The CAO Safety Policies cover subjects relevant to a wide range of tasks, including confined spaces, powered industrial trucks, working at heights, equipment (e.g., power tools, electrical work, etc.), and many others. Find the policies specific to your work at [U:\CAO Safety\CAO Safety Policies](#).

Lockout/Tagout

Contractors can further take safety into their own hands by following lockout/tagout requirements, which ensure that machinery is properly locked out/tagged out to prevent its unexpected start-up. Workers servicing or maintaining machines can be seriously injured or killed by unexpected energization of machinery or equipment. For any work involving lockout/tagout procedures, coordinate with your COR or government POC, and learn more by viewing the Lockout/Tagout Policy at [U:\CAO Safety\CAO Safety Policies](#).

Emergency Management

In the event of an emergency, do you know the procedures to ensure your safety and the safety of those around you? For details about how to respond to situations such as a fire evacuation, active shooter incident, or medical emergency, contact your COR or government POC.

Contractors can also take steps to prevent fire and life safety hazards by minimizing the presence of fire hazards in work areas (e.g., prevent the buildup of boxes, papers, and other flammable materials) and ensuring that exit paths remain clear. To learn more, view the Fire and Life Safety Policy at [U:\CAO Safety\CAO Safety Policies](#).

Incident Reporting

To report incidents, near misses, and hazards, immediately contact your COR or government POC, who will notify CAO Safety.

To report an emergency, immediately call 50911 from a House phone or (202) 225-0911 from a cell phone.

