



## Employee Safety and Health Program

### Unit and Field Office Inspection Form

Provide copy of this completed form to the Bureau Chief, and the Employee Safety and Health Program via Barbara Westphal ([Barbara.Westphal@labor.nc.gov](mailto:Barbara.Westphal@labor.nc.gov)). to be uploaded to the intranet and the specific Unit.

Unit: PSIM	Location of Inspection: ORB Building
Inspection Team:	Date of Inspection: 12/19/17
	Unit Manager: Anne Weaver
1. Barbara Westphal	Additional Comments:
2. Felicia Gore Hoover	

### Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation	
Cords in walkways	Extension cords used as permanent wiring
Damaged cords (any type)	Exposed energized parts
Missing ground pin on electrical cord	Daisy chain (power strip plugged into another power strip)
Excessively warm/overheated cords or equipment:	Outlet missing cover or broken cover
Two prong adapter used or two prong extension cord	Appliances plugged into a power strip (Refrigerator, microwave, toaster, space heater, etc.)
Additional Comments, notations, and abatement information; No problems found.	

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation	
Items stored within 3 feet of a heater and/or heat source	Blocked fire extinguishers
Emergency Exit lighting is working correctly	Exit doors in working condition
Space heaters meet testing laboratories criteria (Identify)	Block Exit doors
Flammable/Combustibles stored correctly	Chemicals stored correctly
Excessively warm/overheated cords or equipment:	Fire extinguishers inspected (identify by Serial #) A01439, last date inspected 12/17.
Additional Comments, notations, and abatement information (including date): No problems found	



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Unit: <u>OSI+</u>	Location of Inspection: <u>ORB - 3rd Floor</u>
Inspection Team:	Date of Inspection: <u>12-15-17</u>
1. <u>Jason Holtz</u>	Unit Manager: <u>Kevin Beauregard</u>
2. _____	Additional Comments:
3. _____	<u>Everything OK</u>

### Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation	
<input type="checkbox"/> Cords in walkways	<input type="checkbox"/> Extension cords used as permanent wiring
<input type="checkbox"/> Damaged cords (any type)	<input type="checkbox"/> Exposed energized parts
<input type="checkbox"/> Missing ground pin on electrical cord	<input type="checkbox"/> Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Outlet missing cover or broken cover
	<input type="checkbox"/> Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date):	

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation	
<input type="checkbox"/> Items stored within 3 feet of a heater and/or heat source	<input type="checkbox"/> Blocked fire extinguishers
<input type="checkbox"/> Emergency Exit lighting is working correctly	<input type="checkbox"/> Exit doors in working condition
<input type="checkbox"/> Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/> Block Exit doors
<input type="checkbox"/> Flammable/Combustibles stored correctly	<input type="checkbox"/> Chemicals stored correctly
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Fire extinguishers inspected (Identify by Serial #)
Additional Comments, notations, and abatement information (including date):	



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Unit: Human Resources	Location of Inspection: Labor Building, First Floor
Inspection Team:	Date of Inspection: 12/18/2017
1. Carla Rose	Unit Manager: Renathe Cotten
2. Mary Katherine Revels	Additional Comments:
3.	

### Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation	
<input type="checkbox"/> Cords in walkways	<input type="checkbox"/> Extension cords used as permanent wiring
<input type="checkbox"/> Damaged cords (any type)	<input type="checkbox"/> Exposed energized parts
<input type="checkbox"/> Missing ground pin on electrical cord	<input type="checkbox"/> Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Outlet missing cover or broken cover
	<input type="checkbox"/> Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date): <b>Everything looks good.</b>	

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation	
<input type="checkbox"/> Items stored within 3 feet of a heater and/or heat source	<input type="checkbox"/> Blocked fire extinguishers
<input type="checkbox"/> Emergency Exit lighting is working correctly	<input type="checkbox"/> Exit doors in working condition
<input type="checkbox"/> Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/> Block Exit doors
<input type="checkbox"/> Flammable/Combustibles stored correctly	<input type="checkbox"/> Chemicals stored correctly
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Fire extinguishers inspected (identify by Serial #) <b># 10488 inspected and initialed by CR.</b>
Additional Comments, notations, and abatement information (including date): <b>Everything looks good.</b>	





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Unit: <u>Budget</u>	Location of Inspection: <u>Labor Bldg. 3rd floor</u>
Inspection Team:	Date of Inspection: <u>12/29/17</u>
	Unit Manager: <u>Jennifer Stackpole</u>
1. <u>Angela Hamilton</u>	Additional Comments:
2. <u>Terri Harris</u>	

### Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation	
<input type="checkbox"/> Cords in walkways	<input type="checkbox"/> Extension cords used as permanent wiring
<input type="checkbox"/> Damaged cords (any type)	<input type="checkbox"/> Exposed energized parts
<input type="checkbox"/> Missing ground pin on electrical cord	<input type="checkbox"/> Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Outlet missing cover or broken cover
	<input type="checkbox"/> Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date):	

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation	
<input type="checkbox"/> Items stored within 3 feet of a heater and/or heat source	<input type="checkbox"/> Blocked fire extinguishers
<input type="checkbox"/> Emergency Exit lighting is working correctly	<input type="checkbox"/> Exit doors in working condition
<input type="checkbox"/> Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/> Block Exit doors
<input type="checkbox"/> Flammable/Combustibles stored correctly	<input type="checkbox"/> Chemicals stored correctly
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	Fire extinguishers inspected (Identify by Serial #) <u>10486 - inspected Nov. '17</u> <u>10487 - inspected Nov '17</u>
Additional Comments, notations, and abatement information (including date): <u>- Fire exit near Brian Peterson's office - door doesn't close on its own, has to be pulled closed.</u>	



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Unit: <b>Commissioner's Office &amp; Legal Affairs</b>	Location of Inspection: <b>Labor Building</b>
Inspection Team:	Date of Inspection: 12/18/17
1. <b>Chanel Brown</b>	Unit Manager: <b>Jill Cramer</b>
2. <b>Mildred Rivera</b>	Additional Comments:
3.	

## Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation			
<input type="checkbox"/>	Cords in walkways	<input type="checkbox"/>	Extension cords used as permanent wiring
<input type="checkbox"/>	Damaged cords (any type)	<input type="checkbox"/>	Exposed energized parts
<input type="checkbox"/>	Missing ground pin on electrical cord	<input type="checkbox"/>	Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/>	Excessively warm/overheated cords or equipment:	<input type="checkbox"/>	Outlet missing cover or broken cover
<input type="checkbox"/>		<input type="checkbox"/>	Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date):			

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation			
<input type="checkbox"/>	Items stored within 3 feet of a heater and/or heat source	<input type="checkbox"/>	Blocked fire extinguishers
<input type="checkbox"/>	Emergency Exit lighting is working correctly	<input type="checkbox"/>	Exit doors in working condition
<input type="checkbox"/>	Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/>	Block Exit doors
<input type="checkbox"/>	Flammable/Combustibles stored correctly	<input type="checkbox"/>	Chemicals stored correctly
<input type="checkbox"/>	Excessively warm/overheated cords or equipment:	<input checked="" type="checkbox"/>	Fire extinguishers inspected (identify by Serial #) <b>2<sup>nd</sup> Floor fire extinguisher(s) not inspected as of 12/18/17.</b>
Additional Comments, notations, and abatement information (including date):			





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Unit: <u>Research &amp; Policy &amp; IT</u>	Location of Inspection: <u>4<sup>th</sup> floor</u>
Inspection Team:	Date of Inspection: <u>12/18/2017</u>
1. <u>Kathy Canady</u>	Unit Manager:
2. <u>Tammy Higgins</u>	Additional Comments:
3.	

### Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation	
<input type="checkbox"/> Cords in walkways	<input type="checkbox"/> Extension cords used as permanent wiring
<input type="checkbox"/> Damaged cords (any type)	<input type="checkbox"/> Exposed energized parts
<input type="checkbox"/> Missing ground pin on electrical cord	<input type="checkbox"/> Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Outlet missing cover or broken cover
	<input type="checkbox"/> Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date): <u>Electrical cords &amp; outlets - ok</u>	

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation	
<input type="checkbox"/> Items stored within 3 feet of a heater and/or heat source	<input type="checkbox"/> Blocked fire extinguishers
<input checked="" type="checkbox"/> Emergency Exit lighting is working correctly	<input checked="" type="checkbox"/> Exit doors in working condition
<input type="checkbox"/> Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/> Block Exit doors
<input type="checkbox"/> Flammable/Combustibles stored correctly	<input type="checkbox"/> Chemicals stored correctly
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Fire extinguishers inspected (identify by Serial #)
Additional Comments, notations, and abatement information (including date):	



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Unit: Administration	Location of Inspection: Osh Review Commission
Inspection Team:	Date of Inspection: 1/16/2018
	Unit Manager: Karissa Sluss
1. Michael Hayhurst Jr	Additional Comments:
2.	

## Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation	
<input type="checkbox"/> Cords in walkways	<input type="checkbox"/> Extension cords used as permanent wiring
<input type="checkbox"/> Damaged cords (any type)	<input type="checkbox"/> Exposed energized parts
<input type="checkbox"/> Missing ground pin on electrical cord	<input type="checkbox"/> Daisy chain (power strip plugged into another power strip)
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Outlet missing cover or broken cover
<input type="checkbox"/> Two prong adapter used or two prong extension cord	<input type="checkbox"/> Appliances plugged into a power strip (Refrigerator, microwave, toaster, space heater, etc.)
Additional Comments, notations, and abatement information;	

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation	
<input type="checkbox"/> Items stored within 3 feet of a heater and/or heat source	<input type="checkbox"/> Blocked fire extinguishers
<input type="checkbox"/> Emergency Exit lighting is working correctly	<input type="checkbox"/> Exit doors in working condition
<input type="checkbox"/> Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/> Block Exit doors
<input type="checkbox"/> Flammable/Combustibles stored correctly	<input type="checkbox"/> Chemicals stored correctly
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input type="checkbox"/> Fire extinguishers inspected (identify by Serial #) 5KL78 (Inspected January 2018); 5KL7R (Inspected January 2018); 5KL7Q (Inspected January 2018)
Additional Comments, notations, and abatement information (including date):	