



## Employee Safety and Health Program

### Unit and Field Office Inspection Form

Provide copy of this completed form to the Unit Committee Chair. It will be uploaded to the intranet and shared with the unit manager of the area(s) inspected. To be uploaded to the intranet and the specific Unit.

Unit: 1 <sup>st</sup> Floor	Location of Inspection: Human Resources & Legal
Inspection Team:	Date of Inspection: 7/30/31
1. Paulette Geddes	Unit Manager: Angela Hamilton
2. Shannon Utley	Additional Comments:
3.	

### Inspection Information

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

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation			
<input checked="" 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 checked="" type="checkbox"/>	Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/>	Block Exit doors
<input checked="" type="checkbox"/>	Flammable/Combustibles stored correctly	<input checked="" type="checkbox"/>	Chemicals stored correctly
<input type="checkbox"/>	Excessively warm/overheated cords or equipment:	<input checked="" type="checkbox"/>	Fire extinguishers inspected (identify by Serial #) 1488 – HR and inspected 7/21: 10485 – Legal and inspected 7/21
Additional Comments, notations, and abatement information (including date): No blocked fire extinguishers nor exit doors			



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Unit: PSIM	Location of Inspection: 2 <sup>nd</sup> Floor ORB
Inspection Team:	Date of Inspection: 7/28/21
1. Betty Morgan	Unit Manager: Anne Weaver
2. Scott Mabry	Additional Comments:
3.	Everything looks great-no issues.

### 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 type="checkbox"/> Fire extinguishers inspected (identify by Serial #) AO1439 & AO1440
<input type="checkbox"/>	
Additional Comments, notations, and abatement information (including date):	



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Unit: <u>Admin/Comm+Legal</u>	Location of Inspection: <u>3rd floor - Financial Services</u>
Inspection Team: <u>Natalie Bouchard + Britne Becker</u>	Date of Inspection: <u>9/6/21</u>
1. <u>Natalie Bouchard</u>	Unit Manager:
2. <u>Britne Becker</u>	Additional Comments:
3.	

### Inspection Information

<b>Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation</b>	
<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>Fire Hazards and Egress: Check appropriate box when condition is identified and make notation</b>	
<input checked="" 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>7/21 - signed off by Skyler Allen</u> <u>served 11/20</u>

Additional Comments, notations, and abatement information (including date):  
3rd floor Vault → boxes + items stacked haphazardly  
→ office 320 - papers (recycling) stored haphazardly under desk / by chairs



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Unit: IT and Research & Policy	Location of Inspection: Labor Bldg, 4 <sup>th</sup> floor
Inspection Team:	Date of Inspection: 8-6-21
1. Beth Henley	Unit Manager: Gary Franks & Todd McNoldy
2. Brian Harper	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):	
all in good order	

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 #)
	5084305 insp 7/2021
Additional Comments, notations, and abatement information (including date):	
all in good order	



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Unit: OSH Administration	Location of Inspection: 3 <sup>rd</sup> FI ORB
Inspection Team:	Date of Inspection: 8/11/21
1. Rose Gray	Unit Manager: Kevin Beauregard
2. Mildred Rivera	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 checked="" 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>A01432</b> <b>Fire extinguisher last checked on 7/30/21. Good condition</b>
Additional Comments, notations, and abatement information (including date): 3 heaters Scott/Jovonah/Judyth Portable heater policy was missing for Judyth abated with signed policy same day 8/11/21.			



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Unit: <i>CSH Review Commission</i>	Location of Inspection:
Inspection Team:	Date of Inspection: <i>9/15/21</i>
1. <i>Angela Hamilton</i>	Unit Manager: <i>Karissa Sluss</i>
2. <i>Stacey Thompson</i>	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 checked="" type="checkbox"/>	Damaged cords (any type) <i>(looks like old wiring)</i>	<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): <i>top stair carpet runner is a bit loose on main staircase</i> <i>There are several exposed electrical cords, but that is likely due to inactive/old wiring</i>			

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 checked="" 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 #) <i>serial #52518094 insp 6/21</i> <i>52518629 insp 6/21</i>
Additional Comments, notations, and abatement information (including date): <i>exits are marked but not lit</i> <i>several space heaters observed, but some in areas not occupied by a DOL employee</i>			