



# 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 Dawain Faison ([dawain.faison@labor.nc.gov](mailto:dawain.faison@labor.nc.gov)). to be uploaded to the intranet and the specific Unit.

Unit: Commissioner's Office	Location of Inspection: Labor Bldg
Inspection Team:	Date of Inspection: 6/20/14
1. Mildred Rivera	Unit Manager: Cherie Berry
2. Chanel Brown	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): <b>No hazards found.</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 #)
<input type="checkbox"/>		<input type="checkbox"/>	
Additional Comments, notations, and abatement information (including date): <b>No hazards found.</b>			



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Unit: <i>Human Resources</i>	Location of Inspection: <i>Labor Building 1st Floor</i>
Inspection Team: <i>Britne Becker</i>	Date of Inspection: <i>6/30/14</i>
1. <i>JJ Bullock</i>	Unit Manager: <i>Renathe Cotton</i>
2.	Additional Comments:
3.	<i>no issues ; everything looks great</i>

## 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 #) <i>they are current this time !!</i>
Additional Comments, notations, and abatement information (including date): <i>No issues of concern.</i>	



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Unit: Research & Information Technology Division	Location of Inspection: 4 <sup>th</sup> Floor, Labor Building
Inspection Team:	Date of Inspection: June 30, 2014
1. Kathy Canady	Unit Manager:
2. Tammy Higgins	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): Lots of cords in various locations, but appear to be ok.			

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 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 #) <i>already inspected for June &amp; July</i>
Additional Comments, notations, and abatement information (including date):			



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Unit: Budget	Location of Inspection: Third Floor, Labor Building
Inspection Team:	Date of Inspection: June 24, 2014
1. Alberta Hall	Unit Manager: Jack Brinson
2. Doris Kester	Additional Comments:
3.	<i>No hazards found that met the criteria.</i>

### 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: Communications	Location of Inspection: Third Floor, Labor Building
Inspection Team:	Date of Inspection: June 24, 2014
1. Alberta Hall	Unit Manager: Dolores Quesenberry
2. Doris Kester	Additional Comments:
3.	<i>No hazards were found that met the criteria.</i>

### 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: Legal Affairs Division	Location of Inspection: Labor Bldg
Inspection Team:	Date of Inspection: 6/20/14
1. Mildred Rivera	Unit Manager: Jane Gilchrist
2. Chanel Brown	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): <b>No hazards found.</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 #)
<input type="checkbox"/>		<input type="checkbox"/>	
Additional Comments, notations, and abatement information (including date): <b>No hazards found.</b>			



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Unit: NCOSH Review Commission	Location of Inspection: 422 Blount Street (Lee House)
Inspection Team:	Date of Inspection: 6/26/14
1. Todd McNoldy	Unit Manager: Nancy Swaney
2.	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 type="checkbox"/>	Fire extinguishers inspected (identify by Serial #) Three extinguishers (5KL7P, 5KL7R, and 5KL7Q) were last inspected in May, 2014. I was unable to locate the fire extinguisher designated 0745 that, in a previous inspection, had not been inspected in years.
Additional Comments, notations, and abatement information (including date): No issues. One of the lights in the upstairs conference room was burnt out, but that is not in an exit or emergency exit pathway. The fire extinguishers were inspected recently, but they had not yet been inspected for June. Keep up the good work!			





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Unit: <b>PSIM</b>	Location of Inspection: <b>ORB - 2nd floor</b>
Inspection Team:	Date of Inspection: <b>7-1-14</b>
1. <b>Carrie Boring</b>	Unit Manager: <b>Anne Weaver</b>
2.	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>great job!</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>Inspection up to date! (past elevator)</b>
Additional Comments, notations, and abatement information (including date): <b>great job!</b>	





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Unit: <u>Budget &amp; Management</u>	Location of Inspection: <u>OSH 3rd Floor ORB</u>
Inspection Team:	Date of Inspection: <u>6/30/14</u>
1. <u>Janet Rust</u>	Unit Manager: <u>Kevin Beauregard</u>
2. <u>Jacquelyn Haley</u>	Additional Comments:
3.	<u>Great job! Everything looks great!</u>

## 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"/> Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date): <u>Excellent condition!</u>	

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 checked="" 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 checked="" type="checkbox"/> Block Exit doors
<input checked="" type="checkbox"/> Flammable/Combustibles stored correctly	<input checked="" type="checkbox"/> Chemicals stored correctly
<input checked="" type="checkbox"/> Excessively warm/overheated cords or equipment:	<input checked="" type="checkbox"/> Fire extinguishers inspected (identify by Serial #)
Additional Comments, notations, and abatement information (including date): <u>Thank you!</u>	