

NCDOL EMPLOYEE SAFETY AND HEALTH PROGRAM



UNIT INSPECTION FORM

(A Copy of this completed form should be provided to the Unit Manager, the Unit Safety And Health Committee, and the Employee Safety And Health Steering Committee)

Unit: Admin Research & Policy / IT	Unit Manager Tina Mans-Anderson
Location Inspected: 4th Floor Labor Building Research Policy / IT	Inspection Team: JJ Bulluck / Jennifer Haywood
Inspection Date: June 15, 2012	Date Information Provided to Unit Manager: June 25, 2012
Reason for Delay (if any): We couldn't inspect all areas of the 4th Floor on the original inspection date - some employees were out of the office and doors were locked. We finished the inspection on June 25.	

INSPECTION INFORMATION

(Please place a check in the adjacent box if the items listed below exist. Document the location and details in the space provided at the end of this inspection report)

ELECTRICAL CORDS AND OUTLETS		
<input type="checkbox"/> Electrical cords attached to building surfaces	<input type="checkbox"/> Two pronged extension cords used	<input type="checkbox"/> Empty opening in electrical equipment
<input type="checkbox"/> Frayed, cut, nicked, or damaged cords exposing interior conductors	<input type="checkbox"/> Two pronged adapter used	<input type="checkbox"/> Exposed live parts
<input type="checkbox"/> Cords running exposed across walkways	<input type="checkbox"/> Missing ground pin on electrical cord	<input type="checkbox"/> Ungrounded equipment
<input type="checkbox"/> Extension cords used as permanent wiring	<input type="checkbox"/> Outlet with missing or broken cover	<input type="checkbox"/> Excessively warm/overheated cords, breakers, equipment
Explanation:		

FIRE HAZARDS AND EGRESS

- | | | |
|---|---|---|
| <input type="checkbox"/> Items stored within 3 feet of electrical panel | <input type="checkbox"/> Exit doors do not open easily | <input type="checkbox"/> Combustible storage directly in front of outlets |
| <input type="checkbox"/> Items blocking fire extinguishers
Cords running exposed across walkways | <input type="checkbox"/> Combustible storage in halls/passageways, etc. | <input type="checkbox"/> Burned/inoperable exit signs |
| <input type="checkbox"/> Items blocking exit doors | <input type="checkbox"/> Halls narrowed to less than 44 inches | <input type="checkbox"/> Burned/inoperable emergency lights |

Explanation:**STORAGE**

- | | | |
|--|--|--|
| <input type="checkbox"/> Storage stacked higher than 5 feet without stepstool or ladder for access | <input type="checkbox"/> Storage within 3 feet of heater/heat source | <input type="checkbox"/> Storage stacks lean and/or not secure |
| <input type="checkbox"/> Storage stacked within 18 inches of sprinkler heads | <input type="checkbox"/> Aisles narrowed to less than 28 inches | |

Explanation:**HAZARDOUS SUBSTANCES**

- | | | |
|---|--|---|
| <input type="checkbox"/> Compressed gas cylinder not capped and secured | <input type="checkbox"/> Acids and bases, and/or incompatible chemicals, stored adjacent to each other | <input type="checkbox"/> Chemical containers not labeled with name and hazard |
| <input type="checkbox"/> Flammable chemicals stored outside flammable cabinets (25 gallons or greater Class 1A and 120 gallons Class 1B, 1C, II or III flammables/combustibles in containers) | | |

Explanation:**MISCELLANEOUS ITEMS**

- | | | |
|---|---|--|
| <input type="checkbox"/> Burned out or missing light bulbs | <input type="checkbox"/> Spurs, splinters, protruding nails, etc on furniture | <input type="checkbox"/> Monthly Laboratory Inspection Completed |
| <input type="checkbox"/> Light bulbs not covered with sheath or cover | <input type="checkbox"/> Tripping hazards in carpet or floors | <input type="checkbox"/> Any other item not listed |

Explanation:

FIRE EXTINGUISHER(S) and EMERGENCY LIGHTING
(please check boxes to indicate items where inspected)

☒ Fire extinguishers have a current inspection sticker ☒ Emergency lights are in operating order

Explanation: The fire extinguisher near the elevator appeared to have a current inspection sticker and was inspected by "BP." However, the extinguisher on the hallway near the Help Desk had not been inspected in a long time. We brought this to the attention of Art Britt in his capacity of Building manager.

SAFETY AND/OR HEALTH INSPECTION DOCUMENTATION
(Please identify hazard and location)

Explanation:

NCDOL EMPLOYEE SAFETY AND HEALTH PROGRAM



UNIT INSPECTION FORM

(A Copy of this completed form should be provided to the affected Supervisor, the Unit Manager, the Department Safety and Health Coordinator, and the Employee Safety and Health Steering Committee)

Unit: Human Resources	Unit Manager Nancy Lipscomb
Location Inspected: Human Resources	Inspection Team: Mildred Rivera & Chanel Brown
Inspection Date: June 26, 2012	Date Information Provided to Unit Manager:
Reason for Delay (if any):	

INSPECTION INFORMATION

(Please place a check in the adjacent box if the items listed below exist. Document the location and details in the space provided at the end of this inspection report)

ELECTRICAL CORDS AND OUTLETS

- | | | |
|---|--|---|
| <input type="checkbox"/> Electrical cords attached to building surfaces | <input type="checkbox"/> Two pronged extension cords used | <input type="checkbox"/> Empty opening in electrical equipment |
| <input type="checkbox"/> Frayed, cut, nicked, or damaged cords exposing interior conductors | <input type="checkbox"/> Two pronged adapter used | <input type="checkbox"/> Exposed live parts |
| <input type="checkbox"/> Cords running exposed across walkways | <input type="checkbox"/> Missing ground pin on electrical cord | <input type="checkbox"/> Ungrounded equipment |
| <input type="checkbox"/> Extension cords used as permanent wiring | <input type="checkbox"/> Outlet with missing or broken cover | <input type="checkbox"/> Excessively warm/overheated cords, breakers, equipment |

Explanation:

FIRE HAZARDS AND EGRESS

- | | | |
|---|---|---|
| <input type="checkbox"/> Items stored within 3 feet of electrical panel | <input type="checkbox"/> Exit doors do not open easily | <input type="checkbox"/> Combustible storage directly in front of outlets |
| <input type="checkbox"/> Items blocking fire extinguishers
Cords running exposed across walkways | <input type="checkbox"/> Combustible storage in halls/passageways, etc. | <input type="checkbox"/> Burned/inoperable exit signs |
| <input type="checkbox"/> Items blocking exit doors | <input type="checkbox"/> Halls narrowed to less than 44 inches | <input type="checkbox"/> Burned/inoperable emergency lights |

Explanation:

STORAGE

- | | | |
|--|--|--|
| <input type="checkbox"/> Storage stacked higher than 5 feet without stepstool or ladder for access | <input type="checkbox"/> Storage within 3 feet of heater/heat source | <input type="checkbox"/> Storage stacks lean and/or not secure |
| <input type="checkbox"/> Storage stacked within 18 inches of sprinkler heads | <input type="checkbox"/> Aisles narrowed to less than 28 inches | |

Explanation:

HAZARDOUS SUBSTANCES

- | | | |
|---|--|---|
| <input type="checkbox"/> Compressed gas cylinder not capped and secured | <input type="checkbox"/> Acids and bases, and/or incompatible chemicals, stored adjacent to each other | <input type="checkbox"/> Chemical containers not labeled with name and hazard |
| <input type="checkbox"/> Flammable chemicals stored outside flammable cabinets (25 gallons or greater Class 1A and 120 gallons Class 1B, 1C, II or III flammables/combustibles in containers) | | |

Explanation:

MISCELLANEOUS ITEMS

- | | | |
|---|--|--|
| <input type="checkbox"/> Burned out or missing light bulbs | <input type="checkbox"/> Spurs, splinters, protruding nails, etc. on furniture | <input type="checkbox"/> Monthly Laboratory Inspection Completed |
| <input type="checkbox"/> Light bulbs not covered with sheath or cover | <input type="checkbox"/> Tripping hazards in carpet or floors | <input type="checkbox"/> Any other item not listed |

Explanation:

FIRE EXTINGUISHER(S) and EMERGENCY LIGHTING (please check boxes to indicate items were inspected)

- ☒ Fire extinguishers have a current inspection sticker ☐ Emergency lights are in operating order

Explanation:

Fire extinguisher was inspected (June 2012)

SAFETY AND/OR HEALTH INSPECTION DOCUMENTATION (Please identify hazard and location)

Explanation:

Everything looked in order. No problems found.

Note: Conference room was not inspected since they were having a meeting at the time.

NCDOL EMPLOYEE SAFETY AND HEALTH PROGRAM



ADMINISTRATION UNIT INSPECTION FORM

(A Copy of this completed form should be provided to the Unit Manager(s), the Unit Safety And Health Committee, and the Employee Safety And Health Steering Committee)

Unit/Bureau/Division: OSH Administration and Library	Unit/Bureau/Division Manager: Allen McNeely/Nick Vincelli
Description of Area Inspected (e.g., Building, Floor): 111 Hillsborough Street, 3 rd and 5 th floors	Inspector(s) Name: Todd McNoldy/Amy Jaeger
Inspection Date: 6/26/12	Follow-Up Inspection Date (if any):

INSPECTION INFORMATION

(Please place a check in the adjacent box if the items listed below exist. Document the location and details in the space provided at the end of this inspection report)

ELECTRICAL CORDS AND OUTLETS

- | | | |
|---|--|---|
| <input type="checkbox"/> Electrical cords attached to building surfaces | <input type="checkbox"/> Two pronged extension cords used | <input type="checkbox"/> Empty opening in electrical equipment |
| <input type="checkbox"/> Frayed, cut, nicked, or damaged cords exposing interior conductors | <input type="checkbox"/> Two pronged adapter used | <input type="checkbox"/> Exposed live parts |
| <input type="checkbox"/> Cords running exposed across walkways | <input type="checkbox"/> Missing ground pin on electrical cord | <input type="checkbox"/> Ungrounded equipment |
| <input type="checkbox"/> Extension cords used as permanent wiring | <input type="checkbox"/> Outlet with missing or broken cover | <input type="checkbox"/> Excessively warm/overheated cords, breakers, equipment |

Explanation:

FIRE HAZARDS AND EGRESS

- | | | |
|---|---|---|
| <input type="checkbox"/> Items stored within 3 feet of electrical panel | <input type="checkbox"/> Items blocking exit/fire escape doors or windows | <input type="checkbox"/> Burned/inoperable exit/fire escape signs |
| <input type="checkbox"/> Items blocking fire extinguishers | <input type="checkbox"/> Exit/fire escape doors or windows not accessible due to some other impediment (e.g., height, location) | <input type="checkbox"/> Combustible storage directly in front of outlets |
| <input type="checkbox"/> Cords running exposed across walkways | <input type="checkbox"/> Exit/fire escape doors or windows do not open easily | <input type="checkbox"/> Combustible storage in halls/passageways, etc. |
| <input type="checkbox"/> Halls narrowed to less than 44 inches | | |

Explanation:

STORAGE

- ☐ Storage stacked higher than 5 feet without stepstool or ladder for access
- ☐ Storage within 3 feet of heater/heat source
- ☐ Storage stacks lean and/or not secure
- ☐ Storage stacked within 18 inches of sprinkler heads
- ☐ Aisles narrowed to less than 28 inches
- ☒ Cardboard, cloth, paper, etc., stored directly on floor

Explanation:

Three locations with cardboard boxes and/or paper directly stored on the floor in OSH Administration: the main storage room, an office, and an office/storage room.

HAZARDOUS SUBSTANCES

- ☐ Compressed gas cylinder not capped and secured
- ☐ Acids and bases, and/or incompatible chemicals, stored adjacent to each other
- ☐ Chemical containers not labeled with name and hazard
- ☐ Flammable chemicals stored outside flammable cabinets (25 lbs. or greater)

Explanation:**MISCELLANEOUS ITEMS**

- ☒ Burned out or missing light bulbs
- ☐ Spurs, splinters, protruding nails, etc. on furniture
- ☐ Any other item not listed
- ☐ Light bulbs not covered with sheath or cover
- ☐ Tripping hazards on carpet or floors

Explanation:

In OSH Admin, only one of two light fixtures worked in one office. This may have been by choice.

SAFETY AND/OR HEALTH INSPECTION DOCUMENTATION

(Please identify hazard and location)

Explanation:

There were no issues with the library. Several locations in OSH Admin had cardboard boxes and papers sitting directly on the floor. One light fixture was inoperable in an office due to missing or burned out light bulbs.

I hereby certify that the above information is true and accurate to the best of my knowledge:

Inspector(s)' Signature:	Date:
Todd McNoldy	6/26/12
Amy Jaeger	6/26/12

NCDOL EMPLOYEE SAFETY AND HEALTH PROGRAM



ADMINISTRATION UNIT INSPECTION FORM

(A Copy of this completed form should be provided to the Unit Manager(s), the Unit Safety And Health Committee, and the Employee Safety And Health Steering Committee)

Unit/Bureau/Division: OSH Administration and Library	Unit/Bureau/Division Manager: Allen McNeely/Nick Vincelli
Description of Area Inspected (e.g., Building, Floor): 111 Hillsborough Street, 3 rd and 5 th floors	Inspector(s) Name: Todd McNoldy/Amy Jaeger
Inspection Date: 6/26/12	Follow-Up Inspection Date (if any):

INSPECTION INFORMATION

(Please place a check in the adjacent box if the items listed below exist. Document the location and details in the space provided at the end of this inspection report)

ELECTRICAL CORDS AND OUTLETS

- | | | |
|---|--|---|
| <input type="checkbox"/> Electrical cords attached to building surfaces | <input type="checkbox"/> Two pronged extension cords used | <input type="checkbox"/> Empty opening in electrical equipment |
| <input type="checkbox"/> Frayed, cut, nicked, or damaged cords exposing interior conductors | <input type="checkbox"/> Two pronged adapter used | <input type="checkbox"/> Exposed live parts |
| <input type="checkbox"/> Cords running exposed across walkways | <input type="checkbox"/> Missing ground pin on electrical cord | <input type="checkbox"/> Ungrounded equipment |
| <input type="checkbox"/> Extension cords used as permanent wiring | <input type="checkbox"/> Outlet with missing or broken cover | <input type="checkbox"/> Excessively warm/overheated cords, breakers, equipment |

Explanation:

FIRE HAZARDS AND EGRESS

- | | | |
|---|---|---|
| <input type="checkbox"/> Items stored within 3 feet of electrical panel | <input type="checkbox"/> Items blocking exit/fire escape doors or windows | <input type="checkbox"/> Burned/inoperable exit/fire escape signs |
| <input type="checkbox"/> Items blocking fire extinguishers | <input type="checkbox"/> Exit/fire escape doors or windows not accessible due to some other impediment (e.g., height, location) | <input type="checkbox"/> Combustible storage directly in front of outlets |
| <input type="checkbox"/> Cords running exposed across walkways | <input type="checkbox"/> Exit/fire escape doors or windows do not open easily | <input type="checkbox"/> Combustible storage in halls/passageways, etc. |
| <input type="checkbox"/> Halls narrowed to less than 44 inches | | |

Explanation:

STORAGE

- ☐ Storage stacked higher than 5 feet without stepstool or ladder for access
- ☐ Storage within 3 feet of heater/heat source
- ☐ Storage stacks lean and/or not secure
- ☐ Storage stacked within 18 inches of sprinkler heads
- ☐ Aisles narrowed to less than 28 inches
- ☒ Cardboard, cloth, paper, etc., stored directly on floor

Explanation:

Three locations with cardboard boxes and/or paper directly stored on the floor in OSH Administration: the main storage room, an office, and an office/storage room.

HAZARDOUS SUBSTANCES

- ☐ Compressed gas cylinder not capped and secured
- ☐ Acids and bases, and/or incompatible chemicals, stored adjacent to each other
- ☐ Chemical containers not labeled with name and hazard
- ☐ Flammable chemicals stored outside flammable cabinets (25 lbs. or greater)

Explanation:**MISCELLANEOUS ITEMS**

- ☒ Burned out or missing light bulbs
- ☐ Spurs, splinters, protruding nails, etc. on furniture
- ☐ Any other item not listed
- ☐ Light bulbs not covered with sheath or cover
- ☐ Tripping hazards on carpet or floors

Explanation:

In OSH Admin, only one of two light fixtures worked in one office. This may have been by choice.

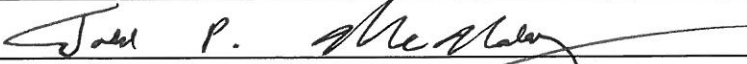
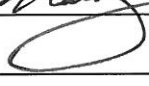
SAFETY AND/OR HEALTH INSPECTION DOCUMENTATION

(Please identify hazard and location)

Explanation:

There were no issues with the library. Several locations in OSH Admin had cardboard boxes and papers sitting directly on the floor. One light fixture was inoperable in an office due to missing or burned out light bulbs.

I hereby certify that the above information is true and accurate to the best of my knowledge:

Inspector(s)' Signature:	Date:
Todd McNoldy 	6/26/12
Amy Jaeger 	6/26/12

MISCELLANEOUS ITEMS

- | | | |
|---|--|--|
| <input type="checkbox"/> Burned out or missing light bulbs | <input type="checkbox"/> Spurs, splinters, protruding nails, etc. on furniture | <input type="checkbox"/> Monthly Laboratory Inspection Completed |
| <input type="checkbox"/> Light bulbs not covered with sheath or cover | <input type="checkbox"/> Tripping hazards in carpet or floors | <input type="checkbox"/> Any other item not listed |

Explanation:**FIRE EXTINGUISHER(S) and EMERGENCY LIGHTING**
(please check boxes to indicate items were inspected)

- | | |
|---|--|
| <input type="checkbox"/> Fire extinguishers have a current inspection sticker | <input type="checkbox"/> Emergency lights are in operating order |
|---|--|

Explanation:**SAFETY AND/OR HEALTH INSPECTION DOCUMENTATION**
(Please identify hazard and location)**Explanation:**

NCDOL EMPLOYEE SAFETY AND HEALTH PROGRAM



UNIT INSPECTION FORM

(A Copy of this completed form should be provided to the affected Supervisor, the Unit Manager, the Department Safety and Health Coordinator, and the Employee Safety and Health Steering Committee)

Unit: PSIM - OSH Division	Unit Manager Anne Weaver
Location Inspected: 2nd floor, ORB	Inspection Team: Tammy Higgins/Angela Hamilton
Inspection Date: 6/26/12	Date Information Provided to Unit Manager: 6/27/12
Reason for Delay (if any):	

INSPECTION INFORMATION

(Please place a check in the adjacent box if the items listed below exist. Document the location and details in the space provided at the end of this inspection report)

ELECTRICAL CORDS AND OUTLETS

- | | | |
|---|--|---|
| <input type="checkbox"/> Electrical cords attached to building surfaces | <input type="checkbox"/> Two pronged extension cords used | <input type="checkbox"/> Empty opening in electrical equipment |
| <input type="checkbox"/> Frayed, cut, nicked, or damaged cords exposing interior conductors | <input type="checkbox"/> Two pronged adapter used | <input type="checkbox"/> Exposed live parts |
| <input type="checkbox"/> Cords running exposed across walkways | <input type="checkbox"/> Missing ground pin on electrical cord | <input type="checkbox"/> Ungrounded equipment |
| <input type="checkbox"/> Extension cords used as permanent wiring | <input type="checkbox"/> Outlet with missing or broken cover | <input type="checkbox"/> Excessively warm/overheated cords, breakers, equipment |

Explanation:

No hazards observed.

MISCELLANEOUS ITEMS

- | | | |
|---|--|--|
| <input type="checkbox"/> Burned out or missing light bulbs | <input type="checkbox"/> Spurs, splinters, protruding nails, etc. on furniture | <input type="checkbox"/> Monthly Laboratory Inspection Completed |
| <input type="checkbox"/> Light bulbs not covered with sheath or cover | <input type="checkbox"/> Tripping hazards in carpet or floors | <input type="checkbox"/> Any other item not listed |

Explanation:

No hazards observed

FIRE EXTINGUISHER(S) and EMERGENCY LIGHTING
(please check boxes to indicate items were inspected)

- | | |
|---|--|
| <input type="checkbox"/> Fire extinguishers have a current inspection sticker | <input type="checkbox"/> Emergency lights are in operating order |
|---|--|

Explanation:**SAFETY AND/OR HEALTH INSPECTION DOCUMENTATION**
(Please identify hazard and location)**Explanation:**

NCDOL EMPLOYEE SAFETY AND HEALTH PROGRAM



UNIT INSPECTION FORM

(A Copy of this completed form should be provided to the affected Supervisor, the Unit Manager, the Department Safety and Health Coordinator, and the Employee Safety and Health Steering Committee)

Unit: <i>Budget & Communications</i>	Unit Manager
Location Inspected:	Inspection Team: <i>Carne Bonny</i>
Inspection Date: <i>6-26-12</i>	Date Information Provided to Unit Manager:
Reason for Delay (if any):	

INSPECTION INFORMATION

(Please place a check in the adjacent box if the items listed below exist. Document the location and details in the space provided at the end of this inspection report)

ELECTRICAL CORDS AND OUTLETS

- | | | |
|---|--|---|
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| <input type="checkbox"/> Extension cords used as permanent wiring | <input type="checkbox"/> Outlet with missing or broken cover | <input type="checkbox"/> Excessively warm/overheated cords, breakers, equipment |

Explanation:



FIRE HAZARDS AND EGRESS

- | | | |
|---|---|---|
| <input type="checkbox"/> Items stored within 3 feet of electrical panel | <input type="checkbox"/> Exit doors do not open easily | <input type="checkbox"/> Combustible storage directly in front of outlets |
| <input type="checkbox"/> Items blocking fire extinguishers
Cords running exposed across walkways | <input type="checkbox"/> Combustible storage in halls/passageways, etc. | <input type="checkbox"/> Burned/inoperable exit signs |
| <input type="checkbox"/> Items blocking exit doors | <input type="checkbox"/> Halls narrowed to less than 44 inches | <input type="checkbox"/> Burned/inoperable emergency lights |

Explanation:



STORAGE

- | | | |
|--|--|--|
| <input type="checkbox"/> Storage stacked higher than 5 feet without stepstool or ladder for access | <input type="checkbox"/> Storage within 3 feet of heater/heat source | <input type="checkbox"/> Storage stacks lean and/or not secure |
| <input type="checkbox"/> Storage stacked within 18 inches of sprinkler heads | <input type="checkbox"/> Aisles narrowed to less than 28 inches | |

Explanation:



HAZARDOUS SUBSTANCES

- | | | |
|---|--|---|
| <input type="checkbox"/> Compressed gas cylinder not capped and secured | <input type="checkbox"/> Acids and bases, and/or incompatible chemicals, stored adjacent to each other | <input type="checkbox"/> Chemical containers not labeled with name and hazard |
| <input type="checkbox"/> Flammable chemicals stored outside flammable cabinets (25 gallons or greater Class 1A and 120 gallons Class 1B, 1C, II or III flammables/combustibles in containers) | | |

Explanation:

