

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: OSH Admin	Unit Manager Allen McNeely
Location Inspected: ORB Bldg	Inspection Team: Mildred Rivera/Chanel Brown
Inspection Date: 8/28/12	Date Information Provided to Unit Manager: 8/28/12
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 found.

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:

All areas clear.

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:

No hazards found.

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)

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

Explanation:

Inspected thru August 2012.

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

Explanation:

No hazards found.

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: Research, Policy, and IT	Unit/Bureau/Division Manager: Tina Morris-Anderson
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: 09/11/12	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:

Fire extinguisher in IT Department will need replacing soon. At the time of inspection, it had not been inspected in quite some time, but an on-site inspection was conducted while we were there.

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 | <input checked="" type="checkbox"/> Cardboard, cloth, paper, etc., stored directly on floor |

Explanation:

Boxes and papers were stored directly on the floor in a number of storage closets and offices in both R & P and IT. They will attempt to remedy that in the near future.

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 lbs. or greater) | | |

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"/> Any other item not listed |
| <input type="checkbox"/> Light bulbs not covered with sheath or cover | <input checked="" type="checkbox"/> Tripping hazards on carpet or floors | |

Explanation:

Some loose cords in walkways/throughways/oft-traversed areas in offices that could present tripping hazards.

SAFETY AND/OR HEALTH INSPECTION DOCUMENTATION

(Please identify hazard and location)

Explanation:

We saw only minor issues with potential tripping hazards due to bundled cords on the floor in some areas as well as boxes and papers stored directly on the floor in numerous locations. The major issue in our minds was the lack of any documented inspection of the IT division's fire extinguisher going back to 2010 despite this issue having been raised in the Safety Committee previously. In addition, the on-site inspection of the fire extinguisher revealed that it will require replacement soon.

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

Inspector(s)' Signature:	Date:
Todd McNoldy	9/11/12
Amy Jaeger	9/11/12

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: Commissioners Office / Legal Affairs	Unit Manager Commissioner Benny Jane Gilchrist
Location Inspected: 2nd Floor - Caban Building	Inspection Team: Tammy Higgins
Inspection Date: 9-10-12	Date Information Provided to Unit Manager: 9-10-12
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 found		

RE 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:

no hazards found

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:

no hazards found

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 I A and 120 gallons Class I B, I C, II or III flammables/combustibles in containers) | | |

Explanation:

no hazards found

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 found.

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 Unit Manager, the Unit Safety And Health Committee, and the Employee Safety And Health Steering Committee)

Unit: Budget & Management / Communications	Unit Manager: Jack Brnson / Dolores Quisenberry
Location Inspected: Budget / Communications	Inspection Team: JJ Bulluck / Jennifer Haywood
Inspection Date: September 6, 2012	Date Information Provided to Unit Manager: September 7, 2012
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 where inspected)

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

Explanation: ↓

Fire extinguishers have not been inspected since late 2010/early 2011.
Art Birk (Building manager) is aware of this.

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	Unit Manager Anne Weaver
Location Inspected: ORB Bldg – 2 nd Floor	Inspection Team: Carrie Boring
Inspection Date: 09/06/12	Date Information Provided to Unit Manager: 09/06/12
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: N/A		

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:

N/A

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:

Storage properly stacked on pallets in storage room. A few boxes on the floor of offices for temporary use. Will be removed shortly.

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:

N/A

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:

Very clean and orderly.

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:

No hazards found.

