

# 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)*

<b>Unit:</b>	<b>Unit Manager</b>
ETTA	Wanda Lagoe
<b>Location Inspected:</b>	<b>Inspection Team:</b>
ETTA areas: (ORB 4 <sup>th</sup> Floor) and (ORB 3 <sup>rd</sup> Floor)	Tom Wilder
<b>Inspection Date:</b>	<b>Date Information Provided to Unit Manager:</b>
July 06, 2012	July 06, 2012
<b>Reason for Delay (if any):</b>	

## 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)*

<b>ELECTRICAL CORDS AND OUTLETS</b>		
<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
<b>Explanation:</b>		
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<br>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:**

N/A

## 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 checked="" type="checkbox"/> Any other item not listed    |

### 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:**

- **3 extinguishers were inspected and are all OK.**

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

**Explanation:**

- **AED and 1<sup>st</sup> aid kit were inspected and are OK.**
- **“Daisy-Chained Power Strips”:** New lighting was installed in Sandra Allen’s cube with two lighting power cords plugged into one power strip and that power strip plugged into another fully utilized power strip (“daisy chained electrical”). Sandra noted her concern. I immediately corrected the issue by separating the power strips and utilizing additional available cube outlets.

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<b>Unit:</b>	<b>Unit Manager</b>
ETTA	Wanda Lagoe
<b>Location Inspected:</b>	<b>Inspection Team:</b>
ETTA areas: (ORB 4 <sup>th</sup> Floor) and (ORB 3 <sup>rd</sup> Floor)	Tom Wilder, Fleda Anderson
<b>Inspection Date:</b>	<b>Date Information Provided to Unit Manager:</b>
August 03, 2012	August 03, 2012
<b>Reason for Delay (if any):</b>	

## 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)*

<b>ELECTRICAL CORDS AND OUTLETS</b>		
<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
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<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
<b>Explanation:</b>		
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 |
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| <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 |
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**Explanation:**

N/A

## HAZARDOUS SUBSTANCES

- |   |  |   |
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**Explanation:**

N/A

### MISCELLANEOUS ITEMS

- |   |  |  |
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**Explanation:**

- **1500 Watt Heater (in use) plugged into 15 Amp Power Strip shared with 5 other devices. In order to minimize the risk of fire and comply with NCDOL requirements, unplugged unit and plugged into new unshared power strip.**

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**Explanation:**

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

**Explanation:**

**AED and 1<sup>st</sup> aid kit were inspected and are OK.**

# NCDOL EMPLOYEE SAFETY AND HEALTH PROGRAM



## UNIT INSPECTION FORM

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ETTA	Wanda Lagoe
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ETTA areas: (ORB 4 <sup>th</sup> Floor) and (ORB 3 <sup>rd</sup> Floor)	Tom Wilder, Fleda Anderson
<b>Inspection Date:</b>	<b>Date Information Provided to Unit Manager:</b>
September 07, 2012	September 07, 2012
<b>Reason for Delay (if any):</b>	

## INSPECTION INFORMATION

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**Explanation:**

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