



# 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 Amanda Carroll ([Amanda.Carroll@labor.nc.gov](mailto:Amanda.Carroll@labor.nc.gov)). To be uploaded to the intranet and the specific Unit.

Unit: ETTA	Location of Inspection: ORB 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> floors
Inspection Team:	Date of Inspection: January 14, 2020 – 4 <sup>th</sup> Quarter 2019
1. Carlene Harris	Unit Manager: Wanda Lago
2. James Washington	Additional Comments:

### 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"/>		<input type="checkbox"/>	Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date): <b>Electric cords and outlets were in working order.</b>			

<b>Fire Hazards and Egress: Check appropriate box when condition is identified and make notation</b>			
<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"/>	<b>Space heaters meet testing laboratories criteria</b>	<input type="checkbox"/>	Block Exit doors
<input type="checkbox"/>	Flammable/Combustibles stored correctly	<input checked="" type="checkbox"/>	<b>Chemicals stored correctly</b>
<input type="checkbox"/>	Excessively warm/overheated cords or equipment:	<input checked="" type="checkbox"/>	<b>Fire extinguishers and AEDs were inspected by floor monitors.</b>
Additional Comments, notations, and abatement information (including date):  <b>There were no hazards or other items identified.</b>			