# 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). to be uploaded to the intranet and the specific Unit.

| | |
|---|---|
| Unit: ETTA | Location of Inspection: ORB 3rd-4th Floor |
| Inspection Team: | Date of Inspection: 09/02/16 |
| 1. Jesse Mendoza | Unit Manager: Wanda Lagoe |
| 2. Carlene Harris | Additional Comments: |
| 3. Jiles Manning | Safety Steering Committee audit of ETTA Safety committee. No discrepancies found. |

## Inspection Information

| **Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation** | | | |
|---|---|---|---|
| | Cords in walkways | | Extension cords used as permanent wiring |
| | Damaged cords (any type) | | Exposed energized parts |
| | Missing ground pin on electrical cord | | Daisy chain (power strip plugged into another power strip) |
| | Excessively warm/overheated cords or equipment: | | Outlet missing cover or broken cover |
| | | | 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** | | | |
|---|---|---|---|
| | Items stored within 3 feet of a heater and/or heat source | | Blocked fire extinguishers |
| | Emergency Exit lighting is working correctly | | Exit doors in working condition |
| | Space heaters meet testing laboratories criteria (Identify) | | Block Exit doors |
| | Flammable/Combustibles stored correctly | | Chemicals stored correctly |
| | Excessively warm/overheated cords or equipment: | | Fire extinguishers inspected (identify by Serial #) |
| Additional Comments, notations, and abatement information (including date): **All fire extinguishers up to date on both floors. Defibrillator status OK.** | | | |