



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

Unit: ETTA	Location of Inspection: ORB 3 rd , 4 th , 5 th floors
Inspection Team:	Date of Inspection: 12/28/2017 Fourth Quarter
1. Carlene Harris	Unit Manager: Wanda Lagoe
2. James Washington	Additional Comments:

Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation	
<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"/> Two prong adapter used or two prong extension cord
Additional Comments, notations, and abatement information (including date): Electric cords and outlets were in working order.	

Fire Hazards and Egress: Check appropriate box when condition is identified and make notation	
<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"/> Space heaters meet testing laboratories criteria	<input type="checkbox"/> Block Exit doors
<input type="checkbox"/> Flammable/Combustibles stored correctly	<input checked="" type="checkbox"/> Chemicals stored correctly
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	<input checked="" type="checkbox"/> Fire extinguishers inspected (identify by Serial #): 4th Floor - AO1427 and AO1428 (monthly)
Additional Comments, notations, and abatement information (including date): Employees that have space heaters have filled out Space heater form (Policy #15). Discussions about space heater usage, cubicles and overloading electrical circuits in the ORB were discussed during the ETTA Bureau meeting on October 30, 2017. These items will be forwarded to the Safety & Health Steering Committee that meets in January. Follow-up: In the publications room on the 4th floor there were 3 SCBA's and other parts stored. SCBA's are secured. Marcy Collier stated that they will be surplusd soon. Several employees are now using the 'stand-up' desks. We will inspect during the first quarter 2018 to ensure that the desk or table they are on is stable. There were no fire hazards or other items identified.	