



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: 7/13/18 – 2 nd 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			
☐	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): Electric cords and outlets were in working order.			

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	☐	Block Exit doors
☐	Flammable/Combustibles stored correctly	☒	Chemicals stored correctly
☐	Excessively warm/overheated cords or equipment:	☒	Fire extinguishers inspected (identify by Serial #): 4th Floor - AO1427 and AO1428 (monthly)
Additional Comments, notations, and abatement information (including date): Space heaters are not currently being used by ETTA staff in ORB due to electrical outlet limitations. The DOL Safety & Health Steering Committee is aware. Follow-up: The 3 SCBA's and other parts that were stored in the publications room were excessed during the 2nd quarter. We inspected several 'stand-up' desks that are now being used by ETTA employees. No issues were identified. Both fire extinguishers were replaced in June 2018. There were no fire hazards or other items identified.			