



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 IT. 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: July 11, 2023
1. Carlene Harris	Unit Manager: Wanda Lagoe
2. Celeste Hardy	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 checked="" 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):			

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 checked="" 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 and AEDs were inspected by floor monitors.
Additional Comments, notations, and abatement information (including date):			
<p>The anti-static floor mat in Julie's cube need replacing as it is jagged, chipped, and presents a trip hazard. Joseph has a broken chair in his cube that is marked broken and needs to be removed. Nick has the two clear panels that were used during Covid stored on the floor in the video storage area that need to be moved to another storage area, possibly the basement. All items were shared with Supervisors. Safety and Health Steering Committee Meetings are held quarterly, and team members have been in attendance.</p>			