



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: 10/17/2017 Third Quarter
1. Carlene Harris	Unit Manager: Wanda Lagoe
2. James Washington	Additional Comments: James replaced Jesse Mendoza

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): An email was sent on October 11, 2017 to all DOL employees from the Safety Coordinator, DOL Safety & Health Steering Committee regarding space heaters. The Space heater form (Policy #15) was distributed to 10 ETTA employees that are currently using them. During the unit walkthrough, the inspection team asked employees to review the policy, ensure space heater was plugged directly into outlet, not to store items on or around, unplug when not in use and to turn in their completed form to their supervisor as soon as possible. Several employees on the 4th floor cannot plug their heater into an outlet as they are in a cubicle. Team asked them to follow-up with their supervisors for direction. In the publications room on the 4th floor, there were 3 SCBA's and other parts stored. Team followed up with A. Sterlen and asked him to ensure that they would not tip over and put up a sign stating to contact him for information. There were no fire hazards or other items identified.	