



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 Jay Cronley (jay.cronley@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: 9/15/2023
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 checked="" 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 in most areas. A cubicle on the third floor had a broken cover and a power strip plugged into another power strip. Electrical issues was discussed with employee and their supervisor. It was also reported to Jiles Manning, NCDOL Safety Coordinator.	

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 and AEDs were inspected by floor monitors.
Additional Comments, notations, and abatement information (including date):	
Offices and cubicles were observed from doorways during walkthrough inspection and/or inspected with employee's permission. Common areas were inspected. Employees were asked to inspect their areas and report any concerns they may have. The AED on the third floor had not been inspected in the past three months. Jiles Manning was notified. Safety and Health Steering Committee Meetings are held quarterly, and team members have been in attendance.	

