



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: <u>IT/Research & Policy</u>	Location of Inspection: <u>4th Floor Laber</u>
Inspection Team:	Date of Inspection: <u>10/18/23</u>
1. <u>Lisa Culbreth</u>	Unit Manager: <u>IT Gary Franks / R&P Bob Mc Noldy</u>
2. <u>Brian Harper</u>	Additional Comments:
3.	<u>Brian out of the office. Case completed Solo, OK'd by Carben Rose.</u>

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): <u>N/A all ok</u>	

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 checked="" type="checkbox"/> Exit doors in working condition
<input type="checkbox"/> Space heaters meet testing laboratories criteria (Identify)	<input type="checkbox"/> Block Exit doors
<input type="checkbox"/> Flammable/Combustibles stored correctly	<input type="checkbox"/> Chemicals stored correctly
<input type="checkbox"/> Excessively warm/overheated cords or equipment:	Fire extinguishers inspected (identify by Serial #) <u>2 inspected, no serial #s, both OK & up to date on tags</u>
Additional Comments, notations, and abatement information (including date): <u>I moved a fan that was partially blocking exit door</u>	