



# 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](mailto:Amanda.Carroll@labor.nc.gov)). To be uploaded to the intranet and the specific Unit.

|                           |   |
|---------------------------|---|
| Unit: OSH Compliance East | Location of Inspection: Lake Boone Tr., 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Floors and Parking Deck |
| Inspection Team:          | Date of Inspection: 9/28/2017   |
| 1. Deborah Samad          | Unit Manager: Bruce Miles   |
| 2.                        | Additional Comments:  |
| 3.                        |   |

## 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"/>  |   | <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 <b>See below:</b> | <input 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:                | <input type="checkbox"/> | Fire extinguishers inspected (identify by Serial #) KL-719206; MX-832020; YZ-947616; YZ- 947814; ZC-871744; YZ-947825 |
| Additional Comments, notations, and abatement information (including date): Emergency lighting/Exit signs which <b>FAIL</b> : 3 <sup>rd</sup> Fl.: Lab. door to main office, #61; at door to Info. Proc. Asst.'s office, #52. 2 <sup>nd</sup> Fl.: Conf. Rm B, #45; Training room (rear), #47. <u>West stairwell</u> : On landing between parking deck and 1 <sup>st</sup> fl., #95: (test button jammed, unable to test); at door to 2 <sup>nd</sup> Fl., #92; on landing between 2 <sup>nd</sup> and 3 <sup>rd</sup> fl., #91. <u>East stairwell</u> : Landing between 3 <sup>rd</sup> and 2 <sup>nd</sup> floor, #100; at door to 2 <sup>nd</sup> Fl., #101; on landing between 1 <sup>st</sup> and 2 <sup>nd</sup> floor, #102: (test button jammed, unable to test). |  |                          |   |





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|                    |  |
|--------------------|--|
| Unit: District 1   | Location of Inspection: Asheville Office     |
| Inspection Team:   | Date of Inspection: September 29, 2017       |
| 1. Kristie Hall    | Unit Manager: Kay Knezevich                  |
| 2. Leighton Dowdle | Additional Comments:                         |
| 3.                 | No hazards were found during the inspection. |

## 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"/>  |   | <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 type="checkbox"/>  | Emergency Exit lighting is working correctly                | <input 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:             | <input type="checkbox"/> | Fire extinguishers inspected (identify by Serial #)<br>Kiddie Fire Extinguishers (#RD-379022 and #RD-379023) |
| <input type="checkbox"/>  |   |                          |  |
| Additional Comments, notations, and abatement information (including date):                   |   |                          |  |

# MONTHLY OFFICE INSPECTION

## WINSTON-SALEM FIELD OFFICE

DATE OF INSPECTION: 9/29/17 PERFORMED BY: Sam & Russ

### FIRE EXTINGUISHERS:

- ☒ Front Lobby (#1)
- ☒ Hallway (#2)
- ☒ South Stairwell (#3)
- ☒ Sign Out board (#4)
- ☒ IH Lab (#5)
- ☒ South Exit Stairwell (#6)
- ☒ Main Fire Stairwell (#6)

### EMERGENCY LIGHTS

- ☒ South Exit Stairwell (#27)
- ☒ South Hallway (#29)
- ☒ North Walkway (#31)
- ☒ Supervisor's Hall (#33)

### EXIT SIGNS

- ☒ Front Door
- ☒ Front Stairwell (#48)
- ☒ South Work Station (#30)
- ☒ Back Door (#28)
- ☒ North Work Station (#32)
- ☒ South Reception (#34)
- ☒ Top of Main Stairs (#51)
- ☒ In Front of Elevator (#50)

### FIRST AID KIT

- ☒ OK
- ☒ Needs supplies  
(Bandages - strong - strips)

### DEFIBRILLATOR

- ☒ Electrode Pads
- ☒ Battery OK

### BATHROOMS

- ☒ Men's
- ☒ Women's