



**Employee Safety and Health Program**

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

Unit: <b>Wilmington Field Office</b>	Location of Inspection: 1200 North 23rd Street, Suite 205
Inspection Team:	Date of Inspection: February 13, 2019
1 Julie Martin	Unit Manager: Lafayette Atkinson
2	Additional Comments: Fire Drill held, see below.
3	

**Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation**

N/A	Cords in walkways	N/A	Extension cords used as permanent wiring
N/A	Damaged cords (any type)	N/A	Exposed energized parts
N/A	Missing ground pin on electrical cord	N/A	Daisy chain (power strip plugged into another power strip)
N/A	Excessively warm/overheated cords or equipment:	N/A	Outlet missing cover or broken cover
		N/A	Two prong adapter used or two prong extension cord

**Additional Comments, notations, and abatement information (including date):**

**2/13/19: area in front of electrical panel used as storage; new TV for conference room placed in front of panel sometime in last few days.**

**2/13/19: Hazard abated. TV removed and stored elsewhere in facility.**

**Fire Hazards and Egress: Check appropriate box when condition is identified and make notation:**

<input checked="" type="checkbox"/>	Items stored within 3 feet of a heater and/or heat source - 2/13/19: Supervisors office: Heater on/used under desk. Abated 2/13/19: heater was shut-off and unplugged. In future will be moved away from furniture when used.	<input checked="" type="checkbox"/>	Blocked fire extinguishers - 2/13/19: in Storage/file room. Abated 2/13/19.
<input checked="" type="checkbox"/>	Emergency Exit lighting is working correctly	<input checked="" type="checkbox"/>	Exit doors in working condition
<input checked="" type="checkbox"/>	Space heaters meet testing laboratories criteria (Identify) 2 heaters - 1 in admin, 1 in supervisors office. Both UL with auto shut-off.	N/A	Blocked Exit doors
<input checked="" type="checkbox"/>	Flammable/Combustibles stored correctly	<input checked="" type="checkbox"/>	Chemicals stored correctly
N/A	Excessively warm/overheated cords or equipment:		Fire extinguishers inspected (identify by Serial #) - see <i>Fire extinguisher inspection report</i> .

**Additional Comments, notations, and abatement information (including date):**

**Fire Drill held at 2:00 pm. All employees reached assemble point in less than 53 seconds. Roll was taken. Attendees: Lafayette Atkinson, Howard La Martin, Judy Durham, Vaughn Rizzo, Donald Payne, Will Matthews, and Ira Griffiths.**

**2/13/19: Rear storage/file room cluttered, blocking access to IH cabinets and equipment. Abated 2/13/19.**

**2/13/19: "Not a fire exit sign" missing from door in Storage/File room. Abated 2/13/19 with temp sign. Permanent sign needs to be ordered.**

See additional pdf for photos of hazards and abatements.



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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: February 6, 2019
1. Deborah Samad	Unit Manager: Bruce Miles
2.	Additional Comments:
3.	

### Inspection Information

<b>Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation</b>	
<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):	

<b>Fire Hazards and Egress: Check appropriate box when condition is identified and make notation</b>	
<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 <i>See below:</i>	<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:	Fire extinguishers inspected (identify by Serial #) KL-719206; ZC-871744; MX-832020; YZ-947825; YZ-947616; 947814.
Additional Comments, notations, and abatement information (including date): Emergency Lighting Fixture <b>FAIL</b> : West stairwell: #94: did not illuminate on 'Test'. Note: #92: functional, but lens is broken.	



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Unit: District 1	Location of Inspection: Asheville Office
Inspection Team:	Date of Inspection: January 31, 2019
1. Kristie Hall	Unit Manager: Kay Knezevich
2. Leighton Dowdle	Additional Comments:
3.	No Issues.

### Inspection Information

<b>Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation</b>	
<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):	

<b>Fire Hazards and Egress: Check appropriate box when condition is identified and make notation</b>	
<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 NOT 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 #)
	<input type="checkbox"/> Kiddie Fire Extinguishers (#RD-379022 and #RD-379023)
Additional Comments, notations, and abatement information (including date): The AED (HeartStart FR2+ defibrillator) was checked, to include: located in designated location, no damage or missing parts, battery was charged, a spare battery was present, and AED pads are current.	