



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 Dawain Faison (dawain.faison@labor.nc.gov), to be uploaded to the intranet and the specific Unit.

Unit: District 10	Location of Inspection: Wilmington Field Office
Inspection Team:	Date of Inspection: <i>10/20/2017</i>
1. Julie Martin	Unit Manager: Lafayette Atkinson
2. Michael Humann	Additional Comments:
3.	<i>No hazards observed.</i>

Inspection Information

Electrical Cords and Outlets: Check appropriate box when condition is identified and add notation	
<input checked="" type="checkbox"/> OK	Cords in walkways
<input checked="" type="checkbox"/> OK	Damaged cords (any type)
<input checked="" type="checkbox"/> OK	Missing ground pin on electrical cord
<input checked="" type="checkbox"/> OK	Excessively warm/overheated cords or equipment:
<input checked="" type="checkbox"/> OK	Extension cords used as permanent wiring
<input checked="" type="checkbox"/> OK	Exposed energized parts
<input checked="" type="checkbox"/> OK	Daisy chain (power strip plugged into another power strip)
<input checked="" type="checkbox"/> OK	Outlet missing cover or broken cover
<input checked="" type="checkbox"/> OK	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 checked="" type="checkbox"/> OK	Items stored within 3 feet of a heater and/or heat source
<input checked="" type="checkbox"/> OK	Emergency Exit lighting is working correctly
<input checked="" type="checkbox"/> OK	Space heaters meet testing laboratories criteria (Identify)
<input checked="" type="checkbox"/> OK	Flammable/Combustibles stored correctly
<input checked="" type="checkbox"/> OK	Excessively warm/overheated cords or equipment:
<input checked="" type="checkbox"/> OK	Blocked fire extinguishers
<input checked="" type="checkbox"/> OK	Exit doors in working condition
<input checked="" type="checkbox"/> OK	Block Exit doors
<input checked="" type="checkbox"/> OK	Chemicals stored correctly
<input checked="" type="checkbox"/> OK	Fire extinguishers inspected (Identify by Serial #) KA-00306597; A-32918433; J-281685 ✓ ✓ TB-722657 ✓ A32918433
Additional Comments, notations, and abatement information (including date): <i>OK</i>	
First Aid Kit: Replaced band-aid boxes (2) in the office kit. Both boxes had been used (empty) but no injuries or issues had been reported.	

MONTHLY OFFICE INSPECTION

WINSTON-SALEM FIELD OFFICE

DATE OF INSPECTION: 10/17 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)

FIRST AID KIT

- ☒ OK
- ☐ Needs supplies

EMERGENCY LIGHTS

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

DEFILBRILLATOR

- ☒ Electrode Pads
- ☒ Battery OK

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)

BATHROOMS

- ☒ Men's
- ☒ Women's



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Unit: OSH Compliance East	Location of Inspection: Lake Boone Tr., 1 st , 2 nd , 3 rd floors and Parking Deck
Inspection Team:	Date of Inspection: 10/31/2017
1. Deborah Samad	Unit Manager: Bruce Miles
2.	Additional Comments:
3.	Most of the emergency light fixtures and emergency lighting/Exit signs that failed last month (and for some months previously) have been restored to function by the landlord's maintenance team.

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 <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 #) MX-832020; YZ-947825; YZ-947814; YZ-947616; KL-719206; ZC-871744.
Additional Comments, notations, and abatement information (including date): Emergency lighting/Exit signs which FAIL: <u>2nd Floor.</u> : Conference Rm. B, #45. <u>West Stairwell</u> : Landing between parking deck and 1 st Floor, #95: (test button broken: unable to test); at door to 2 nd Floor, #92. <u>East Stairwell</u> : Landing between 1 st and 2 nd Floors, #102 (test button broken: unable to test).		



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Unit: District 1	Location of Inspection: Asheville Office
Inspection Team:	Date of Inspection: October 30, 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 #) Kiddie Fire Extinguishers (#RD-379022 and #RD-379023)
<input type="checkbox"/>			
Additional Comments, notations, and abatement information (including date):			