



# OMF Safety Committee Inspection

On October 15, 2014 the OMF Safety Committee conducted an inspection of Risk on the 7<sup>th</sup> floor of the Portland Building. Hazards and potential hazards were identified and are listed in this summary. Findings were shared with Kate Wood on October 20, 2014. Please review this summary and respond to Paula Wendorf acknowledging receipt of this report by October 27, 2014.

1. No Emergency Action Plan and Facility Fire Prevention were on site as hard copy.
  - a. This information is on the OMF Safety Committee Website. A copy was printed out and put in the lunch room.  
**Corrected**
2. A daisy chain of power strips was visible in Kate Wood's office.
  - a. Recommend using a small extension cord for temporary power.  
**Corrected**
3. There is one 72 hour kit for the office. It was suggested that a second kit may be necessary and the expiration date was questionable.
  - a. Recommend waiting for 2 to 3 weeks for OMF Safety Committee to come up with a viable base line kit and food and water product. Meeting for determination of more cost effective items.
4. The toaster in the lunch room was plugged in under the counter. We unplugged it. The instructions for use of the toaster are in plain view.  
**Corrected**
5. All power strips are outdated. Would recommend procuring new smart strips that turn off all devices at night when the computer gets turned off. Also reduce the need for extra power strips because there are more plugs available per strip.
6. Carolyn Williams office has some heavy binders and books that are on shelves that could potentially fall off and strike her or block egress if there was a seismic event.
  - a. Recommend adding a bracket on the front of the shelves, to keep books in place. Or move the books and binders to a lower location.

Overall inspection found few hazards or potential hazards. If you have questions regarding any items listed on this report, please contact me or your OMF Safety Committee representative. Thank you

Paula Wendorf  
OMF Safety Committee Chair  
Xtn: 3-1090

CC OMF Safety Committee



# OMF Safety Committee Inspection

On October 15, 2014, the OMF Safety Committee conducted an inspection of Procurement Services on the 7<sup>th</sup> floor of the Portland Building. Hazards and potential hazards were identified and are listed in this summary. Findings were shared with Barb Gibson on October 20, 2014. Please review this summary and respond to Paula Wendorf acknowledging receipt of this report and any strategies for remedy by October 27, 2014.

1. Lighting above Val and Toni's desk is out. May be preferential
2. The flower pot on top of the mail cabinet at front desk area could fall from the top of the mail cabinet during a seismic event.
  - a. Recommend simply moving it to a lower location or window sill.
3. A copy of the facility fire prevention and emergency action plan were not on site.
  - a. This information is available on line. I printed out a copy and have put it in the lunch room.  
**Corrected**
4. Plug outlet under Cathleen desk integrated into cube is not functioning. Not a hazard, but, is noted.
5. Two fire extinguishers were outdated. They are included on a scheduled maintenance program.
  - a. Simplex Grinnell was contacted and maintenance for the two extinguishers was performed.  
**Corrected**
6. Toaster in lunch room was plugged in. Unplugged it.  
**Corrected**
7. 72 hour kits are not full. The products for the kits are located in the copier room, but, we are working on new and different items, so they have not been placed in the individual containers yet.

Overall inspection found few hazards or potential hazards. If you have questions regarding any items listed on this report, please contact me or your OMF Safety Committee representative. Thank you

Paula Wendorf  
OMF Safety Committee Chair  
Xtn: 3-1090

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