

Jesse Mendoza

Jan 29, 2016

ETTA Safety Committee

Subject: ETTA Meeting with Carlene Harris (co-member from ETTA).

Current assignments from the steering committee are Relocatable Power Taps- Small Appliance Policy/Guidelines are Jesse Mendoza, Jiles Manning, and Nick V. Policy review for the Recordkeeping DOL Policy is assigned to Carlene. Update for the BEC's has been given to Nick to update his contact list. This included the floor monitors. During the monthly inspection the phone numbers at the DOL employee Hillsborough entrance was checked to ensure they are currently being answered during business hours for visitors to be escorted. Carlene will be bringing to the table for the steering committee to see if a Package Policy needs to be instituted. Certain packages are being signed for and the receiving employee is not known or where they work. This can be an issue if a disgruntled employee sends a package to this building. Next safety steering committee is set for Apr 12, 2016.