

Jesse Mendoza

Sep 2, 2016

ETTA Safety Committee

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

Safety audit conducted by Jiles Manning. Carlene and I were present for the audit. Jiles checked all of the meeting minutes and safety inspections posted on the NC Labor Intranet site. ETTA Safety and Health policies checked to ensure they are up to date and none required a review. After a review of the documentation a walk around inspection held. This audit is to take place of our 3<sup>rd</sup> quarter meeting and will be posted as such. Next safety steering committee is set not yet been announced.