

Jesse Mendoza

Oct 22, 2014

ETTA Safety Committee

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

Carlene and I met on to discuss current committee issues and safety and health ETTA plans. Discussed current programs and that they were up to date and on the website. We went over the inspection procedures and walkthrough of the areas to be inspected. OSHR policy on the space heater program was provided for review. Jesse is on the sub-committee to see if we are going to adopt the guidelines. I provided Carlene with NFPA Emergency Evacuation Planning Guide for People with Disabilities provided and discussed at the quarterly meeting. Currently the ORB building does not have any identified persons that would require assistance during evacuation. Finally we discussed the annual report from the Governor's Health and Safety Leadership Team which highlighted the need for better incident investigation and work needed to close out open worker's compensation cases. Most of these cases were from slips, trips, and falls of which I passed on that ETTA has had 2 slips with minor injuries. Carlene was invited to join me at the next steering committee meeting on Jan. 14<sup>th</sup>.

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