

**Education, Training and Technical Assistance Bureau (ETTA)
Safety Committee and Inspection Meeting**

July 13, 2018

Team:

Carlene Galvin Harris

James Washington

The second quarter walkthrough inspection of ETTA areas in the Old Revenue Building (ORB) and meeting was held on July 13, 2018. Due to work schedules, the inspection was delayed 2 weeks. Discussions about stand-up desks and walking/working surfaces were discussed. ETTA staff are not currently using space heaters and directed to contact Facilities Management for temperature adjustments. There were no fire hazards or other items identified.

We will conduct the 3rd quarter meeting and walkthrough during the last two weeks of September 2018.

Carlene attended the NC DOL Safety and Health Steering Committee on April 10, 2018. The next meeting is scheduled for July 24th.