

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

July 26, 2023

Team:

Carlene Galvin Harris

James Washington – retired as of June 2023

Celeste Hardy – joined as of June 2023

The second quarter walkthrough inspection of ETTA common areas in the Old Revenue Building (ORB) was held on June 9, 2023 and July 11, 2023. Offices and cubicles were inspected with employee's permission to enter. For cubicles without an employee present, we did not enter. Employees were asked to inspect their areas and report any concerns they may have at every Bureau meeting this year.

Carlene and James attended the Safety and Health Steering Committee meeting on April 11, 2023. The next meeting is October 17.

Celeste and Carlene conducted the 2nd quarter meeting and walkthrough on July 11, 2023.