

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

June 24, 2019

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 June 24, 2019. There were no hazards or other items identified.

On June 10, 2019, many of the ETTA employees in ORB (teleworkers as well) participated in the DOL Stand Down. One employee reported an item to their supervisor and Jiles Manning, Safety Coordinator.

Carlene attended the April 9, 2019 Safety and Health Steering Committee. James and Carlene presented items from this meeting with ETTA employees during the Bureau meeting on June 24, 2019. The next meeting Safety and Health Steering Committee is scheduled for July 16, 2019.

We will conduct the 3rd quarter meeting and walkthrough during September 2019.