

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

March 26, 2018

Team:

Carlene Galvin Harris

James Washington

The first quarter walkthrough inspection of ETTA areas in the Old Revenue Building (ORB) and meeting were held on March 26, 2018. Discussions about space heater usage, electrical outlets, stand-up desks and walking/working surfaces were discussed. ETTA staff are currently not using space heaters and directed to contact Facilities Management for temperature adjustments.

We will conduct the 2nd quarter meeting and walkthrough during the last two weeks of June 2018.

Carlene and James attended the NC DOL Safety and Health Steering Committee on January 16, 2018. The next meeting is scheduled for April 2018 (TBD).