

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

April 4, 2019

Team:

Carlene Galvin Harris

James Washington

The fourth quarter walkthrough inspection of ETTA areas in the Old Revenue Building (ORB) and meeting was held on March 29, 2019. Discussions about stand-up desks and walking/working surfaces were discussed. Parts of the building are currently being painted, impact to ETTA has been minimal. The Evacuation Route signage near the 4th floor elevator was reattached. There were no fire hazards or other items identified.

Carlene attended the January 9, 2019 Safety and Health Steering Committee. James presented items from this meeting with ETTA employees during the Bureau meeting on February 25. The next meeting is scheduled for April 9, 2019.

We will conduct the 2nd quarter meeting and walkthrough during June 2019.