

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

October 27, 2021

Team:

Carlene Galvin Harris

James Washington

The third quarter walkthrough inspection of ETTA common areas in the Old Revenue Building (ORB) was held on October 11, 2021. Offices and cubicles were not part of the walkthrough inspection due to the pandemic. Employees were asked to inspect their areas and report any concerns they may have. There were no hazards or other items identified.

The team met virtually on October 27, 2021 and discussed monthly walkthrough inspections of common areas in ORB.

ETTA Unit Policies were reviewed during September and completed on September 30, 2021. No changes/updates were made.

Carlene and James attended the Safety and Health Steering Committee virtual meeting on October 12, 2021. Next meeting is scheduled for January 11, 2022.