

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

September 15, 2023

Team:

Carlene Galvin Harris

Celeste Hardy

The third quarter walkthrough inspection of ETTA common areas in the Old Revenue Building (ORB) was held on September 15, 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.

Two items were discovered. A cubicle on the third floor had a broken cover and a power strip plugged into another power strip. Electrical issues were discussed with employee and their supervisor. The AED on the third floor had not been inspected in the past three months. Jiles Manning was notified. Both items were reported to Jiles Manning, NCDOL Safety Coordinator.

Carlene and Celeste attended the Safety and Health Steering Committee meeting on July 11, 2023.

ETTA Unit Policies were reviewed during September and completed on September 15, 2023. Changes/updates were made and sent to the Bureau Chief.

The team will conduct the 4th quarter meeting and walkthrough during the month of December.