

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

September 30, 2019

Team:

Carlene Galvin Harris

James Washington

The third quarter walkthrough inspection of ETTA areas in the Old Revenue Building (ORB) and team meeting was held on September 24, 2019. There were no hazards or other items identified.

The team conducted an annual review of ETTA Unit Specific Procedures. They updated Policy #1 Safety and Health Committee; Policy #2 Fire Safety and Policy #3 Automated External Defibrillators. The remaining policies were reviewed and did not have any changes.

The team presented items from the Safety and Health Steering Committee meeting held on July 16, 2019 with ETTA employees during the Bureau meeting on August 26, 2019. The next Safety and Health Steering Committee meeting is scheduled for October 15, 2019.

The team will conduct the 4th quarter meeting and walkthrough during December 2019.