End of Year Report
Fall 2010-Spring 2011

Health and Safety Committee

Co-Chairs: Chulee C. Grove
Lorri Taniguchi

Members: Designated Safety Liaisons from all academic units and volunteers.
For a list of current members, please visit: http://programs.honolulu.hawaii.edu/intranet/node/609

Activities & Accomplishments:

College-wide Health & Safety Committee

The Health and Safety Committee meets once each semester during the duty period prior to the beginning of instruction. The meeting is regularly scheduled on the day before the General College Meeting. Communication among members during the semester is conducted via email. Meeting minutes, handouts and training materials, other related documents are posted on the Intranet.

Fall 2010 College-wide Safety Meeting: August 18, 2010

- Progress reports on various on-going projects including security skill upgrade, installation of the emergency communication system (blue phones), revised emergency evacuation routes for Buildings 2 &7, structure and roles of HCC’s Emergency Management Team (EMT), accomplished tasks by the EMT’s Logistics Section, status of the drafted Standard Operating Procedures for Emergency Response Operations.
- Group Discussions on long-term plans for emergency management in compliance with the “National Incident Management System Implementation Objectives”.

Spring 2011 College-wide Safety Meeting: January 6, 2011

- Progress reports on facility repairs and maintenance, Standard Operating Procedures for Emergency Response Operations, and the emergency communication system
- Formation of the Building Response Teams for Buildings 2, 7, 14, and 27. The Team is responsible for:
  - Schedule emergency evacuation drills
  - Coordinate pre-drill, drill, and post-drill activities
  - Conduct post-drill evaluation
  - Ensure that administration is notified of evacuation
  - Ensure a safe and complete evacuation
• Group Discussions:
  • Reviewed and provided suggestions on information on a class syllabus regarding Safety, Health, Security, and Emergency Action
  • Visited the designated evacuation assembly areas for the Main Campus and provided suggestions.
  • Reviewed and provided suggestions on the current emergency evacuation procedures

**Steering Committee**

In addition to the meetings of Safety Liaisons each semester, the Vice Chancellor of Administrative Services, Health Nurse, and Health & Safety Coordinator, met monthly (or about) to conduct safety and health walk-through surveys of the main campus and satellite facilities, to evaluate and prioritize hazards, and to follow-up on corrective actions.

**Sub-Committees:**

There are two sub-committees within the Health and Safety Committee: Emergency Planning and Health & Wellness.

**Emergency Planning Subcommittee:**

Co-Chairs: Lorri Taniguchi and James Niino

• Facilitated emergency preparedness activities for members of the Health & Safety Committee during Fall 2010 and Spring 2011 Safety Meetings
• Assisted with publicity of the Personal Preparedness workshop provided by Emily Kukulies
• Developed the section on campus safety and emergency procedures for HCC Telephone Book, distributed campus-wide.
• Assisted with planning, conducting, and evaluating the 4/6/2011 emergency evacuation drill for Building 2.

Ongoing:

• Developing the written Standard Operating Procedures for HCC’s Emergency Action Plan.
• Assisting the administration with various emergency preparedness and response issues.

**Health & Wellness Subcommittee:**

Co-Chairs: Clara Iwata and Brett Bulseco

• Met monthly meetings to plan future events and evaluate past activities
• Coordinated the following activities to promote health and wellness:
  Aloha Tofu Factory Tour (Paul Uyehara)
  Ask the Doctor? (Dr. Chiyome Fukino)
  Menehune Mac Candies (Neal Arakaki)
Aloha Tofu Factory Tour (Paul Uyehara)
Making Poke’ - From Scratch (Bobby Alipio)
John A. Burns School of Medicine (Tina Shelton)

- Provided assistance to these campus-wide activities:
  - Ice Cream Social
  - Salad Day
  - Flu Shot Clinic
  - Soup Day
  - Great Aloha Run
  - Do you have the right shoes? (Gaston Ly)
  - Potluck Dish Day
  - Preparation for the Great Aloha Run
  - Preparation for Excellence in Aloha Day

Recommendations

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<th>Activity</th>
<th>Responsible Persons</th>
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<td>1. Provide the designated Safety Liaisons with 1-3 credit assigned time to better perform their safety responsibilities as listed in HCC’s Health and Safety Program</td>
<td>Administrators</td>
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<td>2. Attend the Safety Meeting (once a semester during the duty period prior to the beginning of instruction).</td>
<td>Deans and Directors</td>
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<td>3. Provides leadership on emergency preparedness including conducting regular emergency management exercises, ensuring that the college is adequately prepared regarding logistical and procedural needs, engaging faculty and staff in emergency planning that includes emergency preparedness/response and post-incident recovery, etc.</td>
<td>Administrators</td>
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<td>4. Ensure that faculty/staff perform their safety duties as prescribed by HCC’s Health and Safety Program. These duties include identifying &amp; correcting hazards, integrating safety in class materials, enforcing safety rules during class, etc.</td>
<td>Deans and Directors</td>
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<td>5. Provide active leadership in improving safety and health of personnel and students.</td>
<td>Administrators</td>
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<td>6. Include safety as a performance evaluation criterion for administrators and personnel.</td>
<td>Administrators</td>
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Submitted by:
Chulee Grove
Lorri Taniguchi