END OF YEAR REPORT
FALL 2011-SPRING 2012

HEALTH AND SAFETY COMMITTEE

Co-Chairs: Chulee C. Grove
            Lorri Taniguchi

Members: Designated Safety Liaisons from all academic units and volunteers.
         A list of members is attached.

Meetings:

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 2011 College-wide Safety Meeting: August 17, 2011
• Reports on activities organized by the Emergency Planning and Health &
  Wellness subcommittee during the Spring and Summer 2011 semesters.
  Reports also included results of emergency evacuation drills for Bldg 7.
• Discussions on fire prevention issues on campus.
• Group exercise: Facility surveys of Bldg 7 in preparation for an evacuation drill.

Spring 2012 College-wide Safety Meeting: January 5, 2012
• Reports on activities organized by the Emergency Planning and Health &
  Wellness subcommittee during the Fall 2011 semester.
• Discussions on “Top Ten Most Frequently Found Hazards”. A list of the
  hazards, developed from results of safety inspections (by the HS Steering
  Committee) during the past 5 years, was distributed. The Liaisons were asked
  to inform their colleagues and to make corrections of any hazards found.
• Group exercise: Pre-drill inspections of Bldgs 2 & 27 in preparation for
  evacuation drills. Deficiencies found were corrected prior to the drills.
• Report from the Crisis Management Team, Erika Lacro & Kimberly Gallant
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 2011 and Spring 2012 Safety Meetings
- Developed the section on campus safety and emergency procedures for HCC Telephone Book, distributed campus-wide.

Ongoing:

- 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 various activities to promote health and wellness:
  - Facility Visits: Aloha Tofu Factory, Menehune Mac Candies, and John A. Burns School of Medicine
  - Workshops: “Ask the Doctor?” and “Making Poke’ - From Scratch”
- Collaborations: Assisted other committees on various activities such as Soup Day, Salad Day, Icecream Social, Great Aloha Run, Excellence in Aloha Day, etc
### 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