END OF YEAR REPORT
HEALTH AND SAFETY COMMITTEE
FEBRUARY 9, 2007

Co-Chairs: Chulee C. Grove
            Lorri Taniguchi

Members: All Safety Liaisons (Attachment I). Each academic program designates a
         Safety Liaison, and if possible, an alternate.

Meetings
$  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 are
    conducted through the Intranet. Meeting minutes, handouts and training materials, and other
    handouts are posted on the Intranet.
$  The Committee met twice during the 2006 academic year, one on August 16, 2006 and
$  In addition to the meetings of Safety Liaisons each semester, the Vice Chancellor of
    Administrative Affairs, Health Nurse, and Health & Safety Coordinator met monthly to
    discuss and act on specific safety issues.
$  The Ad Hoc Emergency Planning Subcommittee met on the following dates: 11/3/06,
    12/1/06, and 1/26/07. A list of the Subcommittee’s members is provided in Attachment II.

Accomplishments
$  Two safety training sessions for the members of the Health & Safety Committee, conducted
    by Chulee Grove and Lorri Taniguchi on these topics 1) Bloodborne Pathogens Exposure
    Control, 2) Emergency Preparedness
$  MSDS on-line project by Lorri Taniguchi and William Lau - currently being developed.
$  Draft of HCC’s Emergency Action Plan and standard operating procedures (SOP) for
    emergency operations.
$  Formation of HCC’s Incident Response Team (IRT), including defining roles and
    responsibilities of each responder.
$  Development of training session and time line for the Emergency Response Team
$  Participated in the 2006 self-study process, including submission of recommendations to
    improve the safety and environmental management system at HCC.
$  Submitted items to the Strategic Plan to improve the safety and environmental management
    system at HCC.
$  Conducted an emergency preparedness session entitled, “Ohana Resource Kit” a.k.a the
    “Grab and Go Kit” on 2/8/07, (coordinated by Sheryl Legaspi). Session was designed to
    help people to be better prepared in the event of a disaster or other critical family emergency.
Continuing Projects

- Implement HCC’s Health and Safety Program
- Improve HCC’s emergency preparedness, including finalizing SOP for emergency preparedness and response, conducting training and drill exercises for members of IRT, obtaining emergency equipment
- Train Safety Liaisons on relevant safety issues
- Expand the on-line MSDS database to include all chemicals used and stored at HCC
- Assist HCC webmaster on the design and content of the Safety and Security page to be posted on HCC’s internet and intranet.

Recommendations

Provide Safety Liaisons with 1-3 credit assigned time to perform their safety responsibilities which may include:

- Attend all meetings of the Health and Safety Committee. The Liaisons who are unable to attend the meetings must send a designated alternate.
- Coordinating all safety and health activities in their programs.
- Ensuring that the College’s General Health and Safety Rules is posted.
- Informing programs’ members on the College’s health and safety requirements.
- Assisting programs’ members in health and safety activities to ensure the safe and healthful educational environment.
- Keeping direct and regular communication with the Health and Safety Coordinator and the Health and Safety Committee on health and safety issues.
- Making certain that all safety and health rules are followed by students, faculty members, and staff at all times.
- Assisting members of their programs in the investigation and reporting of the near-misses, accidents, injuries and illnesses occurred in the programs.
- Ensuring that hazardous conditions and unsafe behaviors are corrected and the correction is documented.
ATTACHMENT I: SAFETY LIAISONS

Fall 2006 - Spring 2007

Chancellor’s Office
Admin Ken Kato

Community College System
Miles Nirei

Administrative Services
O & M Glenn Yoshimura
Biz Office Derek Inafuku
Security Norman Shimabukuro

Student Services
Adm.Couns Frank Fenlon
Health Lorri Taniguchi
Student Rep

Academic Support
CSC: Femar Lee
EMC: Ray Valencia
Library: June Higa

University College
Lang Arts Charlene Gima
Human/SocSci Rick Zeigler
BIO John Shen
CHEM Mike Ferguson
PHYS Kerry Tanimoto
MATH Steve Mandraccia
SocAd Ken Johnson
NH Center Kasey Keala Chock

Tech I: Transportation & Trades
Dean Mark Silliman
Div Chair Bert Shimabukuro
Apprentice James Niino
ABRP Steven Chu
AEC Mike Jennings
AMT Henry Maile
CARP Jeff Uyeda
DIMCH Paul Onomura
EIMT Tom Mikulski
FIRE Stacy Rogers
<table>
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<th>Program</th>
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<tr>
<td>MAMR</td>
<td>Bob Perkins</td>
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<td>RAC</td>
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<td><strong>Tech II:</strong> Communication &amp; Services</td>
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<tr>
<td>AJ</td>
<td>Diane Caulfield</td>
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<td>Kalaeloa:</td>
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<td>Ken Sullivan</td>
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<td>PCATT:</td>
<td>Mario Mediati</td>
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<td>ITC</td>
<td>Bill Becker</td>
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Attachment II: Ad Hoc Emergency Planning Subcommittee

Co-Chairs  Lorri Taniguchi
           June Higa

Members   Sheryl Legaspi
           Mike Castell
           Chulee Grove
           Nick Harris
           Libby Jakubowski
           Ken Kato
           Chris Kuahine
           Emily Kukulies
           William Lau (CSC/Library)
           William J. Lau (WELD)
           Glenn Matsumoto
           April McConnell
           Ivan Nitta
           Ray Valencia