END OF YEAR REPORT
HEALTH AND SAFETY COMMITTEE
MAY 19, 2009

Co-Chairs: Chulee C. Grove
Lorri Taniguchi

Members: Designated Safety Liaisons from all academic units. Membership may also include volunteers.

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 is conducted via email. Meeting minutes, handouts and training materials, other related documents are posted on the Intranet.
• The Committee met twice during the 2008 academic year, one on August 21, 2008 and another on January 7, 2009.
• In addition to the meetings of Safety Liaisons each semester, the Vice Chancellor of Administrative Services, Health Nurse, and Health & Safety Coordinator met monthly to discuss and act on specific safety issues.
• 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
   Meetings: Electronic communications, no face-to-face meetings
   http://honolulu.hawaii.edu/intranet/committees/epc/

   Health & Wellness Subcommittee:
   Co-Chairs: Lianne Nagano and Kyle Higa
   Meetings: Monthly
   http://honolulu.hawaii.edu/intranet/committees/hwc/

Summary of Accomplishments
• Conducted emergency management training and tabletop exercise for members of HCC Emergency Management Team (administrative personnel)
• Completed the final draft of the Standard Operating Procedures for Emergency Operations. The Procedures were electronically distributed campus-wide allowing HCC personnel to review and provide feedback. Comments are being collected and will be integrated into the Procedures.
• Conducted various workshops on health and wellness issues
• Assessed Tech I student’s and personnel’s exposure levels to chemical and physical agents (METC, ABRP, WELD)
• Evaluated WELD’s local exhaust ventilation system
• Conducted emergency evacuation drills for Bldgs 6, 14, and 27 for the day and night building occupants
• Developed recommendations on locations and types of emergency telephones for the main campus
• Assisted with various hazard identification and accident prevention issues including on-site investigations and recommendations on corrective measures

**Continuing Projects**
• Implement HCC’s Health and Safety Program
• Improve HCC’s emergency preparedness, including finalizing SOPs for emergency preparedness and response, conducting training and drill exercises, obtaining emergency equipment
• Train Safety Liaisons on relevant safety issues
• Develop contents for the Committee’s webpage on the Internet.

**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. Attend the Emergency Planning Subcommittee’s meetings to provide input on emergency preparedness/response, and post-incident recovery</td>
<td>Deans and Directors</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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