HEALTH & SAFETY MEETING
THURSDAY, JANUARY 9, 2014, 10:00 A.M.
BUILDING 27, ROOM 111/116

MINUTES

Present:
Douglas Boettner, Chulee Grove, Lorri Taniguchi, Jane Niimoto (Recorder), Miles Nirei, Guy Shibayama, Dennis Pajela, Mike Jennings, Brian Quinto, David Medeiros, Dean Crowell, Norman Takeya, Kenton Short, Bobby Salvatierra, Tom Mikulski, Scott Rhode, Derek Oshiro, Danny Aiu, Jeff Lane, William Lau, Stella Akamine, Sandy Sanpei, Patricia Gooch, Joy Nagaue, Owen Miyamoto, Monique Tingkang, Jon Santos, Wayne Sunahara, Lianne Nagao, Stefanie Sasaki, Steven Shigemoto, Bill Becker, Scot Parry, Kimberley Gallant, Emily Kukulies, Mario Mediati, Rob Edmondson, Charlene Gima, Robert Bates, Mike Lee, Jacob Choe, Brian Cheung, Marcus Heresa, Chad Tom, Anson Bernal, Calvin Matutino, Gilbert Santos, Julian Tyrell, Kyle Higa, Derek Otsuji, Rheta Kuwahara, Janina Martin, Mark Lane, Thomas DeCosta and Michael Barros.

Guest: Mark Lane, Vice Chancellor of Administrative Services from Leeward Community College

Excused:
Russell Uyeno, James Niino, and Bob Perkins.

Vice Chancellor Douglas Boettner welcomed and thanked everyone for their attendance. VC Boettner commented on how impressed he was with the Health and Safety Committee and stressed to have the Health and Safety Initiatives institutionalized.

Health & Wellness Subcommittee – Derek Otsuji

The Health & Wellness Subcommittee has grown from 18 to 23 members. The following is the Health & Wellness 3-prong approach and the activities held this past year have included:

- Information Resources posted on the Intranet with Nadine Leong-Kurio’s assistance – latest editions to committee page includes Caregiving Resources for Elderly (Elder Care)
- Sponsor Workshops such as Tai-Chi and Southeast Asian Cooking Demo
- Organize and Sponsor Health Related Activities such as dinner at Ka ‘Ikena Restaurant at Kapiolani CC
Spring Semester Activities:

- January 17, 2014
  Cullen Hayashida and Tony Hathaway from Kapiolani Community College’s Kupuna Education Center on Elder Care Caregiving Resources
- January 25, 2014
  Field trip to Greens & Vines (raw vegan restaurant)
- February 12, 2014
  Interpretation of Hawaiian Music with Kimo Keaulana
- February 27 & March 12, 2014
  Native Hawaiian Workshops (Traditional Hawaiian Well Being)
- April 10, 2014
  Reflexology

Supported Activities:

- Blood Drives
- Great Aloha Run 2014
- Flu Shot Clinic

Emergency Planning Subcommittee – Lorri Taniguchi

The latest draft was discussed. Emergency evacuation drills are conducted once or twice a semester. A sign-up sheet was circulated for volunteer fire drill floor leaders.

Concern raised that we were not able to “lock” classroom doors in a situation in reference to a recent incident where there was a male possibly carrying a rifle last semester.

Answer: we were in the midst of a system re-keying project, so the issue would likely be addressed at that time. When needed, one should consider barricading oneself in. In an emergency, call 911 and then Security.

Security described how the situation unfolded when an HPD Officer came to campus and informed the campus of an anonymous call. The call described a male walking around with a rifle. Since the incident happened at the same time as HCC administration’s scheduled emergency communication exercise, it caused some confusion. HCC ended up cancelling the exercise and UH Alert messages were sent to update subscribers. Event was later called off by HPD.

[Note: The following section is included post-meeting to bring clarity to the concern.

The UH Alert System sent these messages on 11/5/2014:

- 10:38am: retrieved later read the following: “This is not a test. HPD has advised campus security that a male wearing khaki shorts, no shirt, and possibly carrying a rifle may be in the area.”]
• 10:40am: There is no indication that the male has entered campus. Be on the lookout and call 911 if you see said individual.
• 10:42am: “Be advised to stay away from campus until further notice.”
• 10:53am: “HPD has declared an all clear. They have checked the area and no threat was found as all clear from HPD.”

**Group Exercises**

Group was divided up to take part in different activities. These included:

- Safety Walk-Throughs of Bldgs. 27, 1st floor (Cosmetology) with Stella Akamine and 17 (Sheet Metal) with Danny Aiu. Participants submitted comments on strengths and items needed improvements for each facility visited.
- Emergency Response Tabletop Exercise. An “intruder” scenario was distributed to participants. They were asked to come up with possible responses as the incident progressed.

**Open Forum with VCAS Doug Boettner**

Questions, Comments and Concerns raised included:

- **Leeward Community College** – VCAS Mark Lane shared that he was impressed with how many people here at HCC serve on the Health and Safety Committee as a part of their job. He compared how LCC and HCC differ in how the campus addresses health and safety, facilities and auxiliary services. It was shared with Mark that at HCC, Health & Safety Executive Committee meets monthly; Health & Safety Committee consisting of liaisons meet once a semester and represent their areas and bring concerns to VCAS and Executive Committee during the semester. Executive Committee and subcommittees (Emergency Planning and Health & Wellness Subcommittees) work under Health & Safety charter. This is very different from LCC where employees tasked with specialized duties in the area of health and safety are held accountable and committed to make health and safety work at LCC.

Faculty and committee work at LCC is built off from release time and it’s not as easy to get people to be on committees like this. At LCC they have APTs and other support positions to do the day-to-day work of managing health, safety and facilities, etc. Other specifics included:

1. VCAS Lane mentioned that they were fortunate to have buy-in from the top.
2. VCAA, Chancellor, and VCAS all meet and see each other daily. All on the same page when it comes to campus priorities, resource allocation, etc. Mark states that there is a huge commitment on campus to institutionalize and put it to use.
3. Have an APT position that takes care of emergency management and campus security. This person came from City and County Emergency Management and familiar with access to resources in this area.
4. Auxiliary / Facilities Manager (APT) -- is project manager; facilities person taking care of UH Re-keying project with electronic locks.
5. Assistant Auxiliary APT (under Facilities Manager) – takes care of day-to-day things and does safety walkthroughs
6. They do not have contract security – have temporary security officer positions using special funds from parking fines, parking and facilities to pay for security officer.
7. Have 24 hours/7 days/week Security coverage
8. Question raised re: how they fund these positions – Answer: They pool and use resources – have looked at priorities and reallocated funds. Use revenue generating accounts like facilities use account from rent to pay for positions (not only use of general funds but other funds.
9. Mileage markers done with planning in purchasing equipment, etc.
10. Facilities Rental – fine line can do much more
11. Question re: HIOSH Visits – Things that were cited or make suggestions on:
   - No protective guards on equipment (make sure that you have guards on your equipment – Cafeteria – meat slicing equipment
   - Electrical extension cords -- frayed cords
   - Be careful adopting equipment that don’t have safety features monthly – check discrepancies – take care of things that are broken.
   - Housekeeping – if clean will be less likely to be more thorough
   - Be ready; you don’t know when HIOSH will come to visit

   VCAS Boettner’s Comments
   1. HCC has no facilities manager nor safety/security manager
   2. Currently VCAS looking at how to proceed due to changing needs of the campus

   Question raised to LCC VCAS Lane – How do they communicate with faculty and staff re: health and safety?
   They communicate via:
   - Advisories
   - Convocation – spoke for 4 hours
   - Free-flowing communication with their LCC Faculty Senate through Academic/Institutional Support Committee helps to beautify and safety/wellness dovetails with helping with the communication
   - UH Alert
   - In the case mentioned earlier (male in khaki clothing with rifle, same situation occurred at LCC around that time frame. Immediately after receiving call they sent Security to check it out and it was deemed not credible. Thus, UH Alert was not sent out.
   - UH Alert for when they have experienced power outages, etc.
   - Code Blue phones and also fire alarm has an enunciator feature that was integrated in previous fire alarm project years ago where campus priorities were made to pay extra to have this feature put in.
• Other comments Mark referred to were:
  • Back-up generator is in place with new PV systems to support campus.
  • E-cigarettes – can smoke only in designated areas. Need clearer language. Campus has responsibilities to give guidance if more restrictive