Health and Safety Committee Charter

Statement of Purpose

- Maintain a health and safety program that conforms to appropriate practices of a technical occupational institute.
- Ensure compliance with the requirements prescribed by the Hawaii Occupational Safety Health Division (HIOSH).
- Assist with hazard identification, communication, evaluation, and control, as well as emergency planning.

Operating Procedures

- Meets regularly, at least once per semester. Minutes of each meeting, including records of health and safety issues discussed, are accessible to all employees and are kept for one year.
- When necessary, reviews results of safety walk-through surveys to identify hazards and appropriate control measures.
- Provides recommendations on hazard controls and track specific corrective actions.
- When necessary, reviews accident investigation reports to ensure that all causes have been identified and corrected.
- Evaluates hazardous conditions reported and assists with corrective measures.
- Reviews the charter annually and revises it as needed.
- The Committee service is for two years and terms are staggered. Extension may be granted if a member wishes to continue after his/her term expires, provided the members of his/her department/cluster agree.

Authorization

Authorized by FSEC on February 7, 1999.

Structure of the Committee

- The Health and Safety Committee is composed of:
  - Health and Safety Coordinator (Chairperson)
  - Health Nurse (Vice Chairperson)
  - Vice Chancellor of Administrative Services
  - Safety Liaisons from all academic units (instructional and support services). For a unit with multiple personnel, an alternate should also be designated.
  - Student representatives
The Health & Safety Executive Committee consists of the Vice Chancellor of Administrative Services, the Health Nurse, the Health & Safety Coordinator, Security Manager, Facilities Manager and a representative from Tech I. The Executive Committee meets regularly to assess hazards, to prioritize safety activities, and to deal with safety issues needing immediate attention.

Subcommittees may be formed to work on specific health and safety issues with the frequency of its meetings determined by the subcommittee’s members. Personnel and students can join a subcommittee voluntarily.

Scope of Authority

- Although the Committee has no authority in implementing safety policies & procedures, it evaluates hazardous conditions and provides recommendations on corrective measures.
- The Health & Safety Executive Committee provides guidance on setting objectives and planning tasks.
- Where appropriate, submits suggestions to the administration for the prevention of future accidents and emergency planning.
- Assists the administration in the evaluation of hazards and safety suggestions submitted by employees and students.

Meetings

- Safety Meetings are held at the beginning of each semester during the duty week prior to the instructional period. The meeting includes discussions of current/urgent health and safety issues and a short training session on relevant safety issues.
- The Health & Safety Executive Committee meets at least once a month during the semester to evaluate hazards, prioritize safety activities, track progress of hazard corrections, and deal with safety concerns needing immediate attention.
- Communication during the semester is conducted electronically.
- Subcommittees meet as needed to accomplish specific objectives established by the subcommittee.

Documentation/Communication

- Most safety-related documents are maintained electronically by the Health & Safety Coordinator.
- Minutes of the safety meetings, safety training documents, as well as various safety plans & procedures are posted on HCC Intranet.
- Program-specific safety issues are dealt with at the program level, with assistance from the faculty members, staff, and division chairs.
- Safety related issues and possible solutions are discussed at the safety meeting’s discussions or via electronic communication.