Minutes

Present:

**Chancellor's Office**
- Ericka Lacro, Chancellor
- Derek Inafuku

**Tech I**
- Keala Chock, Dean
- Guy Shibayama, Appren
- Mike Jennings, AEC
- Brian Quinto, AERO
- David Medeiros, AMT
- Dean Crowell, CNAP
- Calvin Matutino, CNAP
- Steven Fukuoka, DISL
- Bobby Salvatierra, DISL
- Tom Mikulski, FIRE
- Scotty Rhode, FIRE
- Bob Perkins, MARR
- Chulee Grove, OEMS
- Steven Chow, RAC
- Danny Aiu, SMT
- Jeff Lane, WELD
- Jeff Shultz, WELD

**Tech II**
- Russell Uyeno, Dean
- Stella Akamine, COSME
- Lynnette McKay, COSME
- Gerald Chen, CENT
- Cyndi Uyehara, ECE
- Janina Martin, Chil Cntr
- Joy Nagaue, FT
- Jim Poole, ICS

**University College**
- Mike Ferguson, CHEM
- Brent Rubio, CHEM
- Sharleen Levine, Hum/Soc Sci
- Charlene Gima, Lang Arts
- Kahale Saito, NH Cntr
- Mario Mediati, PCATT

**Excused**
- Eric Shaw (Alternate: T Mikulski)
- Katy Ho, VCAA
- Monique Tingkang, HR

**Administrative Services**
- Lan Phan, Bus Off
- Jon Santos, Security
- Cassandra Kam, ACCESS
- Varouny Sybounmy, TNT
- Stefanie Sasaki, Library
- Bill Becker, ITS

**Student Services**
- Lara Sugimoto, Admiss/Recds
- Josephine Stenberg, Financial Aid
- Kimberley Baird, Student Life
- Emily Kukulies, Student Hlth Off
- Lorri Taniguchi, Student Hlth Off

**Volunteers/Guests**
- Diane Caulfield
- Owen Miyamoto
- Connie Montero
- Derek Otsuji
- Kyle Higa

Chulee Grove called the meeting to order at 10:05 am.

Welcome

Chancellor Erika Lacro welcomed the Committee to a new academic year. Erika acknowledged the great work done by this Health and Safety Committee and that one of the important roles are of the health and safety liaisons in representing their unit/departments in reporting health and safety concerns through the leadership structure of the committee. Erika emphasized the importance of chemical management including being in compliance with OSHA requirements on container labeling and Safety Data Sheets (SDS) and asked for everyone’s cooperation. Erika thanked the group and looks forward to the group’s positive momentum while keeping the campus safe.

Updates

VCAS Report

VCAS Derek Inafuku provided the following comments and updates:

- Thanked the campus for their patience. Since taking on the VCAS position he said he has been learning a lot about the main campus and other areas like METC, AERO and
Kalaeloa. He noted that unlike a newer campus such as UH West Oahu, our campus was the oldest plus other challenges related to off-campus sites.

- There are many challenges that employees are facing directly on the department level. Administratively, although we try to help, money is sometimes hard to find. Special thanks to those in Tech I who use their expertise to assist the campus.
- Campus Security – Security has undergone Campus Security training. In the future, training is expected to be offered on line. Everyone on campus is considered a CSA and is require to report when witness a crime.
- Title IX and Clery – Personnel are required to report violations. (Notes: completions of online training are required. The first training was available in Fall 2014 and the second this semester.)

Construction updates:

- Erika reviewed some of the construction projects at the College meeting. ATTC – Science Bldg. – part of the plan is for the Makai side of Bldg. 5 to be renovated to house Financial Aid and Admissions and Counseling on the 1st floor and Hawaiian Studies on the 2nd floor.
- Railings on the 2nd floor of Bldg. 5 will be fixed to get them up to code.
- Bldg. 6 – Update our stairwells and lobby area starting in September and finishing by December.
- Bldg. 2 – Bidding out for elevator repairs for the three (3) elevators for December
- Routine projects – inconvenient in the classroom area with everyone trying to work around renovations.
- CIP monies to flow down to the CC campuses.

- Re: Homeless – Per Erika, if have any problems with homeless on campus, please call Security. Later this year, the City will be putting up a fence along the canal in response to the homeless camping along both sides of canal. This has been in response to safety issues and concerns raised by the neighboring businesses and community directly affected by the homeless encampment along the canal. The fence is not a solution, however, businesses are getting out-of-business because of the homeless. People are getting assaulted. The erecting of the fence along the canal will directly impact parking for our students. Many are not willing to walk to and from parking Lot 8, although 100’s of parking stalls available in the lot. Some students are unable to purchase on-campus parking permit because they are unable to provide the necessary documentation such as car registration and insurance.

- Re: Campus Security – Some positions have been approved. They currently are being reviewed by the union. For the campus, two security officers per shift are needed. Campus security operates 24-7. This is necessary because of construction, installation of new sewer lines, and use of parking lot 8. While waiting to hire permanent security personnel, casual hire positions. Private guards will be used at the beginning to provide escort service and with ticketing.

Health and Wellness Subcommittee

Derek Otsuji, Co-chair of the Health and Wellness Subcommittee covered past and future activities. He shared that a motto for the committee: “A healthy workplace is a happy workplace”.
Past activities included:

- Mama T from Down to Earth conducted a few cooking demos including delicious banana muffins, shakes, and more.
- Brenda Kwon who did relaxing yoga
- Nadine Leong-Kurio spearheaded the topic of “Aging”. Workshops covered various topics such as caring for our aging parents, fall prevention, Medicare/Medicaid, etc.
- Good Vices – other activities that we held were things that we liked to do together whether it be trying new types of food or learning new things.
- Have been the “helping hands” committee for when there’s a big event such as the Great Aloha Run, Food Drive, Making Strides against Breast Cancer, Blood Drive, and International Committee with their “Our Hokule’a, Our Ambassador to the World” and helping to spread the word on sustainability.

Upcoming activities include:

- Chocolate Factory visit
- Tofu Factory visit
- Kapi‘olani CC Dinner
- Continue with our Elder Care initiatives & more

If interested in joining the Subcommittee, contact Derek Otsuji or Clara Iwata – co-chairs of the Health and Wellness Subcommittee.

Hazard Communication: Globally Harmonized System (GHS)

Chulee reminded the group that an awareness training was conducted at the Fall 2013 Safety Meeting. At the meeting, information on GHS labeling & Safety Data Sheet (SDS), wall posters, wallet cards, and booklets were distributed to Tech I and a few other department outside of Tech I. (Training presentation (Power Point), label, SDS are posted at: http://programs.honolulu.hawaii.edu/intranet/node/2009)

Chulee summarized the requirements for the Hazard Communication (HazCom) standards.

- The HazCom standard is also known as the chemical right-to-know standard. Employees have the right to know the identities of chemicals they work with, the chemical hazards, and how to protect themselves from overexposures.
- The Standard includes these major components: Written HazCom plan, chemical inventory, container labeling, SDS, and employee training.
- The Standard was revised in 2012. Under the revision, OSHA/NIOSH adopted the UN Globally Harmonized System (GHS) requirements which had changed these key elements: chemical hazard classification, labeling, and SDS.
  - All labels must include pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. (Deadline, June 1, 2015)
- SDSs must meet a specified 16-section format.
- For examples on hazard classification, label and SDS, review the April 2014 issue of the Health and Safety Bulletin. (http://programs.honolulu.hawaii.edu/intranet/node/2011)
First priority to comply with the GHS requirement should include a physical inventory of chemicals used and stored. Use up older chemicals. Properly dispose of chemicals that are no longer needed by contacting Miles Nirei. Submit waste and chemical inventories Miles Nirei, following the time line mandated by the College.

Afterward, make sure that all containers are in compliance with the GHS labeling requirements.

Keep the inventory updated, at least once a semester. Use the opportunity to teach students about GHS by involving students in inventory and labeling.

Each container must be labeled, with an exception for a chemical transferred for an immediate use. However, it is a good practice to label temporary containers as well. This will prevent hazardous reactions should another person uses the same bottle for another chemical incompatible with the previous one.

Each chemical must be accompanied by a Safety Data Sheet. The GHS-compliant SDS contains 16 sections. Make sure that students are trained on chemical hazards, proper handling, safety precautions, how to read and understand label and SDS, and what to do in case an emergency. Ensure that SDSs are readily accessible to personnel and students.

Contact Chulee if needing assistance. If intending to use student assistants, check with VCAS Derek Inafuku for additional funding.

Clarification: The NFPA 704 placard (see left) classifying chemical hazards according to the chemical's flammability, reactivity, and toxicity remains in use. However the placard is meant to inform first responders when responding to a chemical incident.

GHS hazard classification is designed to provide better details to prevent injuries and illnesses among general employees who are routinely to chemical hazards at work.

Chemistry Lab Project

Brent Rubio explained the GHS labeling project for the Chemistry Lab.

- 390 items were cleaned up
- 2 students worked 10-15 hours a week and finished project in May; took 1 year to do the entire inventory.
- Dilutions of the same chemical change the hazard.
- Manufacturers – not all have the new SDS.
- Must request from companies you purchase from.
• If you buy a small quantity of a product from a company like Longs you may not get SDS. However, depending who you buy it from another company, they may have SDS to give you.
• Things that they learned: If you need help, contact Brent
• You can request a template from Brent (he will gladly share it with campus ohana
• 2 x 3 labels some were too big

Emergency Evacuation Instruction

Chulee reminded the Committee to ensure that instructors within their programs cover emergency procedures on the first day of class.


Instructors should distribute copies of evacuation procedures, explain the evacuation steps, and show students the evacuation route(s) and assembly areas.

Announcements

Emily Kukulies announced that there are three (3) chartered organizations – Student Media Board, Student Activity Board and Student Government. Please encourage your students to consider participating in these organizations.

Workshops coming up will include Disaster Preparedness month – event will be held in the lounge on September 24 which will have a full day’s worth of activities where they will give out meal rations, etc. Stop by and pick up a meal ration to keep at your desk in case you need it during an emergency.

Health and Wellness – Student Intramurals – Student teams are forming where students must meet GPA and behavior requirements in order to play flag football, volleyball and soccer. Please encourage your students to participate. Group needing members; Encourage students to stop by Sept 15 and 16 Constitution Day. Elections will be held that first day.

Bloodborne Pathogen Awareness

Chulee shared information on Bloodborne pathogens awareness. A handout was provided (See pages 7 & 8). It summarized HIOSH requirements for employers to protect employees from exposures to bloodborne pathogens.

A YouTube video was shown. It covered the definition of bloodborne pathogens with specific examples; described the health hazards and exposure routes; emphasized the importance of universal precautions, personal protective equipment, work practices, and proper disposals; and
summarized the OSHA’s requirements. The video is on the YouTube channel at: https://www.youtube.com/watch?v=7E0UhNdzWkg.

Universal precautions are promoted whereby we treat everyone as infected. Use gloves and mask as needed.

UH/HCC offer you opportunity to get Hepatitis B shots – can decline shots and you can later get shots if you change your mind. Shots for Hepatitis B are done once in a life time.

Biohazard bags should be used for safe disposal of biohazard waste.

The meeting adjourned at 11:05 am.
Summary: Bloodborne Pathogen Exposure Control Plan
Honolulu Community College - University of Hawai’i

Bloodborne pathogens are microorganisms presented in blood and body fluids that can cause diseases in humans. They can be transmitted through cuts or other breaks in the skin and through mucus membrane. The most common bloodborne pathogens are hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

The HonCC’s Bloodborne Pathogens Exposure Control Plan is in compliance with the Bloodborne Pathogens Standard, Hawaii Occupational Safety and Health, HRS 396, Title 12, Subtitle 8, Chapter 205.1 (29 CFR 1910.1030). The Plan describes how occupational and instructional exposures to biological agents, blood, or other potentially infectious materials (OPIM) can be eliminated or minimized.

A copy of the Plan is available at the Health & Safety Committee’s website: http://programs.honolulu.hawaii.edu/intranet/content/hsc-resources.

Employees covered by the Exposure Control Plan

The following classifications of employees have the potential to come in contact with blood or Other Potentially Infectious Material (OPIM).

<table>
<thead>
<tr>
<th>Work Unit</th>
<th>Job Classification</th>
</tr>
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<tbody>
<tr>
<td>Operations &amp; Maintenance</td>
<td>Security Officer, Janitorial Staff, Maintenance and</td>
</tr>
<tr>
<td></td>
<td>Repair Staff, Groundskeeping Staff, Janitor Supervisor,</td>
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<tr>
<td></td>
<td>Maintenance Supervisor, Vice</td>
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<td></td>
<td>Chancellor of Administrative Services</td>
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<tr>
<td>Health Office</td>
<td>Health Nurse</td>
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<tr>
<td>Children’s Center at Honolulu, Leeward, and</td>
<td>Site Coordinator, Lab Instructor, Assistant</td>
</tr>
<tr>
<td>Kapiolani Community Colleges</td>
<td>Instructor, APT Staff, Student Assistant</td>
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<tr>
<td>Any</td>
<td>Faculty, APT Staff, Civil Service Staff, and</td>
</tr>
<tr>
<td></td>
<td>Student Assistant who administer first-aid as</td>
</tr>
<tr>
<td></td>
<td>HonCC’s designated first-aid performers</td>
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</tbody>
</table>

Universal Precautions

All human blood and certain human body fluids must be treated as infectious, regardless of the perceived status of the source individual. Universal precautions shall be used by all personnel to prevent contact with biological agents, blood or OPIM. Appropriate precautions to limit exposure include the use of engineering and work practice controls and personal protective equipment such as eye protection, gloves, masks, and gowns.
Personal Protective Equipment (PPE)

PPE, selected based on the type of anticipated exposure, must prevent biological agents, blood or OPIM from passing through or reach the user's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment is used. At a minimum, gloves will be used whenever there is a reasonable anticipation of hand contact with biological agents, blood or OPIM. Contaminated PPE must be properly removed and disposed prior to leaving the work area.

Housekeeping

Work areas must be maintained in a clean and sanitary condition at all times. Spills of biological agents, blood or OPIM must be appropriately cleaned immediately or as soon as feasible. Use disinfectants such as those approved by the US Environmental Protection Agency (EPA) as a “hospital disinfectant” or registered as being effective against HIV.

Hepatitis B Vaccine

Hepatitis B vaccine is available at no cost to HonCC employees covered under the Exposure Control Plan. The vaccine is continued to be available without cost to any employee who initially declines the vaccination but requests the vaccine series at a later date.

Exposure Incident Reporting, Evaluation, and Follow-up

Any exposure incident (e.g., needle stick, mucous membrane or open wound contamination) must be promptly reported, investigated, and documented by the program liaison or instructor. The investigation report should be forwarded to the Vice Chancellor of Administrative Services. Post-exposure medical evaluation and follow-up are available immediately, at no cost, to any employee who has experienced an occupational exposure incident. Post-exposure evaluations and management must be confidential.

Labels and Signs

Biohazard labels are to be affixed to entry doorway, containers, refrigerators/freezers, storage areas containing biological agents, blood materials, OPIM. Red bags or red sharps containers may substitute for labels.

Information and Training

Employees covered under the Exposure Control Plan must be trained within ten days of the initial assignment where occupational exposure may occur, and the training shall be updated every twelve months. Training records shall be maintained for three years from the date of training.

Recordkeeping

Confidential medical records are kept for all employees with occupational exposure for the duration of employment plus 30 years. The information in these files related to exposure will not be disclosed or reported without the involved individual's written consent except as required by law.