Honolulu Community College  
Health & Safety Meeting  
January 8, 2015  
Minutes


Guests: Kyle Higa, Derek Otsuji

Excused: Brian Quinto, Eric Shaw

The meeting was called to order at 10:10 am on January 8, 2015 in Bldg. 27, Room 111/116 by Chulee Grove.

Welcome

Erika Lacro welcomed and thanked everyone for being part of the committee. The executive staff is completing Title IX training. The final step of training is an in-person test. Erika thanked the coordinators for their diligence in identifying and correcting issues.

Updates

Ken Kato thanked everyone for informing him of unsafe conditions on campus. The college needs to develop an extreme tsunami plan. The extreme tsunami maps are available at: www.honolulu.gov/dem An extreme tsunami mostly likely be generated in the Aleutian Islands and there would be at least a 4-hour warning before hitting the Hawaiian Islands.

On Monday, January 19th there will be a total power outage for the entire main campus to check the old switch gear for Bldg 20. The power outage is expected to last for 4 hours. Campus community will be asked to unplug refrigerators, computers, printers, etc. prior to January 19th. Mike Meyer has and will be emailing more information as the day gets closer. The old and new switch gear will be tested periodically and will involve shutting down the power to the entire main campus.
Derek Inafuku gave a few words of thanks and looks forward to being part of this team.

Health & Wellness Subcommittee – Derek Otsuji

Motto: Healthy workplace is a happy workplace

Good Eats – Mama T will hold a workshop in making energy bars. Last semester she demonstrated making kelp noodle pasta and protein smoothie.

Good Vibes – Brenda Kwon held Nidra Yoga (progressive relaxation) workshops in the Fall 2014 semester.

Good Care – Nadine Leong-Kurio surveyed the HCC community and found the number one concern was care for aging and sick relatives. David Nakamaejo held a workshop on Fall Prevention. Carol Hasegawa did a workshop on recycling materials into Christmas wrapping.

The following workshops are planned for the Spring 2015 semester:
February – Visit to the rose garden (to be planned right before Valentine’s Day)
Aromatherapy
Mama T – Energy Bars
Medicare Workshop

Lorri Taniguchi presented information on the Evacuation Drill for Bldg 2. Bldg 2 response team leaders are Rheta _____ and Diane Caulfield. Bldg 2 new evacuation pathway is behind the mural area (Bldg 45A and 45B) refer to the new emergency poster for map.

Evacuation drills are held every semester.

Bldg 7 response team leaders are Connie Montero and Stefanie Sasaki.

The Emergency Evacuation guide is available on the intranet: http://programs.honolulu.hawaii.edu/intranet/content/hsc-resources

Everyone needs to do their part to during the drills. Instructors need to explain the procedures and the importance of the drills to their students. Head count by instructor is very important. Instructor need to account for all students.

Inventory First Aid Kits and see if they need to be refilled. The form to request more supplies is posted on the Student Health webpage. Lorri thanked everyone for their assistance in checking their first aid kits.

Chulee Grove will be sending out the Health and Safety Bulletin regularly. If you have any topics, concerns, or resource information, please let her know.
Requirements for container labels and Safety Data Sheet (SDS), under the revised Hazard Comunication standard, were discussed. Non-compliance can result in citations by HIOSH compliance officers. Chulee recommends that chemicals are inventoried and disposed of as need.

- **Deadline: June 1, 2015.** All labels must include pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification.
- SDSs must meet a specified 16-section format.
- Additional information was published in the Health & Safety Bulletin, April 2014 issue ([http://programs.honolulu.hawaii.edu/intranet/node/1692](http://programs.honolulu.hawaii.edu/intranet/node/1692))

A set of poster, label description, wallet cards and student manual on the revised Hazard Communication Standard was distributed to all Tech I Safety Liaisons (except VESL) at the Fall 2014 HSC meeting. Mark Kimura received the materials for VESL at this meeting.

Chulee is no longer handling the evacuation drills for the main campus. Derek will need to assign someone to coordinate the drills this coming semester. Chulee mentioned that the Emergency Evacuation Guide is available on the intranet. The guide is 15 pages long. Please refer to the updated Emergency Poster for the new evacuation area for Building 2.

Group Discussion regarding health and safety concerns. Everyone was asked to write on a question or concern on an index card and return the card to Chulee. Committee members were formed into 6 groups. Each group picked to two or three cards to discuss concerns and solutions. The groups were then asked to share with the topics and solutions with the entire group.

1. **Q.** Are emergency drills available for night classes  
   **A.** Need to check with James Niino and Security

2. **Q.** Health concerns with faculty, staff, students coming to school when ill.  
   **A.** For faculty & staff – need to encourage sick faculty & staff to stay home.  
   For students – encourage sick students to stay home.  Instructors to accommodate students by allowing them to make up missed assignments.

3. **Q.** Use of e-cigarettes on campus and in classrooms  
   **A.** Campus policy does not address e-cigarette issues.  Need to re-visit policy and be more specific.  Instructors inform students that e-cigarettes not allowed in the classroom.
4. **Q.** Fabrics and other items cluttering aisles in classroom, storage areas.
   **A.** More storage needed. Perhaps it can be a student project for ideas and creating more storage solutions. Ken stated that before any construction project is done, approval must be requested for VCAS. Reorganize to keep aisle way clear.

5. **Q.** Preventing electrical shock.
   **A.** Electrical safety training, close outlets with plastic covers, extensions cords are for temporary use only.

6. **Q.** Office floor plan does not allow for easy escape from upset, aggressive students.
   **A.** Instructors should sit near the doorway. Keep door open. Have other faculty members in line of sight.

7. **Q.** Safe use of power tools.
   **A.** Train students the correct way to use power tools, monitor students on safe operations.

8. **Q.** Water, liquid spills on the floor.
   **A.** Clean up as soon as possible. Be aware of slippery floor after waxing.

9. **Q.** Moving clients safely.
    **A.** Assign students to escort customers to wheelchair ramps.

10. **Q.** Parking Lot 3 – people using the exit as an entrance.
    **A.** Reopen Robello Lane. Connect all the parking lots. Install a parking lot gate arm. Need to be aware of pedestrians not paying attention to incoming cars.

11. **Q.** Power outage – 15 to 20 minutes.
    **A.** Administrators need to notify campus.

12. **Q.** Student safety for students on campus in the evenings.
    **A.** Call security for escort to car. Instructors can call for security to escort students. Student should park close to their classroom if possible.
13. Q. **Storage of air gas, paint chips.**
   A. **Secondary containment, professional remediation, repaint**

14. Q. **Violent students.**
   A. Have classroom keys to lock door. There is a re-key project in the works.

15. Q. **Air Quality in Bldgs – funky smell**
   A. Test air quality. Old furniture – rust allergy; remove all rusting furniture and replace with new furniture. Tape up air ducts. Use air purifier. Duct cleaning, change filters. A/C too old.

16. Q. **Students not responding to emergency drills.**
   A. The importance of fire drills should be listed on the syllabus. Explain to students why it is important to participate in the emergency drills.

17. Q. **Computers, wiring.**
   A. No powerstrips.

The meeting was adjourned at 11:30 am