### Chemical Hazards

- Site-specific written Hazard Communication Plan is available. The Plan includes an update inventory of chemicals used/stored, labeling system, Safety Data Sheets (SDS), training, and person responsible for compliance.

- Chemical containers are properly labeled. OSHA requires that all labels must include pictograms, a signal word, hazard and precautionary statements, product identifier, and supplier identification by June 1, 2015.

- SDS copies are readily accessible. Location(s) of SDS copies are posted. Employees and students know where to obtain SDS.

- Employees and students are trained on how to safely handle chemicals and how to use information from SDS.

- Accurate inventory of chemical wastes. Wastes are properly stored, labeled and disposed. Contact Miles Nirei (956-9454, nirei@hawaii.edu) if needing assistance.

### Emergency Preparedness

- Students know what to do in case of an emergency, including evacuation steps, routes and assembly areas. Inform students of emergency procedures on the first day of class.

- Evacuation routes and emergency poster are posted in the classroom.

- Evacuation routes, exits, and access to emergency equipment (fire extinguisher, emergency shut-off switches, etc) are clear of obstruction.

- Program-specific emergency plan is available on-site.

### Electrical & Fire Safety

- Flammable substances are stored in an approved fire cabinet. Avoid using them in an enclosed area. Do not overstock flammable substances.

- Extension cords are not used as a substitute for permanent wiring. Request installation of additional outlets from O&M, if needed.

- Work areas are kept clean and the amount of combustible materials (paper, wood, etc) is kept to a minimal.

### Workstation Ergonomics

- Work stations are properly adjusted to allow safe working posture and to avoid overreaching, bending, twisting, etc.

- Computer, office, and shop equipment are well designed and/or adjustable.

- When performing repetitive tasks, take a short break for each 50-55 minutes of work.

- Report any signs & symptoms of musculoskeletal problem to healthcare provider. Signs include frequent tingling, numbness and pain of wrist, elbow, neck, shoulder, back, etc.

Contact Chulee Grove (chulee@hawaii.edu) or Lorri Taniguchi (lorri@hawaii.edu) for assistance on health & safety issues.