HEALTH & SAFETY MEETING
FALL 2002
AUGUST 23, 11:30, HCC CAFETERIA

Summary of Topics

Follow-up:

Ken:  Cats, security opening, bio surveys, hazmat inventory & refresher training, new fire alarms
Lorri: Emergency Evacuation Plan for Persons with Mobility Problems
     New Manikins purchased for CPR and first aid training

First Aid Kits
   · Refills & New kits (Kalaeloa)

Health Office--Biowaste disposal by Hawaii Medical Vitrification

Chulee: Revised HS program status

New:

Meeting schedule
Ad hoc committees on key issues

Health and Safety Committee (from HS Program draft)

The Health and Safety Committee consists of HCC Safety Liaisons from all programs, Health and Safety Coordinator (Chairperson), Director of Administrative Services, and Health Nurse (Secretary).

Ad Hoc committees may be formed to work on specific health and safety issues and the frequency of its meeting will be determined by the committee’s members. Safety Liaisons can join an ad hoc committee voluntarily.

Each Safety Liaison shall serve on the committee for a period of two years. Any member who wishes to continue to serve on the Committee after his/her term expires, may do so if the members of his/her department/cluster agree. For continuity, terms will be staggered. The first year when this procedure becomes effective, one-half of the representatives shall serve for one year.

The Committee shall:

- Meet regularly, at least once per semester, during the duty period prior to the beginning of instruction. Additional meetings may be necessary. Minutes of each meeting, including records of health and safety issues discussed, shall be accessible to employees and students and be kept (by the secretary) for one year.
- Where appropriate, review the results of workplace inspections and incident investigations to identify any needed safety procedures or programs and to track specific corrective actions. The Committee may submit suggestions to the administration for the prevention of future incidents.
- Review alleged hazardous conditions brought to the attention of any committee member and recommend necessary corrective actions to the administration.
- Assist in identifying concerns for persons with disabilities.
- Assist in identifying campus health and safety needs.
- Promote campus health and safety.