HEALTH AND SAFETY COMMITTEE
Mid-Term Progress Report for AY 2009-2010

Committee Members:
Designated Safety Liaisons and volunteers.

Meeting Dates/Times/Locations:
The Health and Safety Committee is the largest committee at HCC. It consists of approximately 40 Safety Liaisons from all programs. Because of its size, it is not possible to schedule frequent meetings during the instructional period. The Committee meets once per semester during the duty period, prior to the beginning of instruction. The meeting is scheduled immediately after the General College Meeting to ensure the attendance from all Liaisons.

Communication among members during the semester are conducted electronically.

Fall 2009 Safety Meeting:
August 19, 10:00 am - 12:00 pm, Bldg 4 Room 23B
Guest speaker Allyson Tanouye, Director of UHM Counseling and Student Development Center, on assisting distressed students

Spring 2010 Safety Meeting:
January 6, 8:30 am - 12:00 pm, Queens Medical Center
Site visit and emergency management presentation by safety and security staff

“Steering” Committee Meetings:
The Vice Chancellor Administrative Services, Health & Safety Coordinator, and Health Nurse met monthly in Spring 2009 to review, prioritize and take action on safety issues

Health and Wellness Subcommittee Meetings:
Monthly from June through December 2009.

Members of the Emergency Planning Subcommittee communicated electronically to finalize the Emergency Action Plan

Planning Items for Spring 2010:
Finalize the Standard Operating Procedures, Emergency Action Plan
Assist administrative personnel with logistical planning and emergency preparedness
Plan and conduct an emergency response exercise for administrative personnel
Coordinate two emergency evacuation drills: Main Campus & AMT /Diesel
Follow up on posting of evacuation routes for buildings smaller than 5000 ft² in size
Follow-up on exposure monitoring results for Tech 1 Programs: Review results, determine compliance and provide recommendations

Submitted by:
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