HEALTH & SAFETY COMMITTEE MEETING
THURSDAY, AUGUST 21, 2003
BUILDING 5, ROOM 204
11:00 A.M.

MINUTES

PRESENT:    Chulee Grove   Bob Perkins
            Ken Kato       Derek Oshiro
            Lorri Taniguchi Danny Aiu
            Kay Tanaka    Jeff Lane
            Dolores Donovan Bob Vericker
            Rick Ziegler  Jessie Aki
            John Shen     Joy Nagaue
            Mario Mediati Elliott Higa
            Kerry Tanimoto Simeon Kekumu
            Carol Hiraoka Frank Fenlon
            Brian Quinto  Femar Lee
            Steven Chu    Glenn Matsumoto
            Henry Maile   June Higa
            Jeff Uyeda    Jerry Cerny
            Paul Onomura  Bill Becker
            Tom Mikulski

EXCUSED:    Mike Jennings
            Budd Brooks
            Susanne Carvalho

ABSENT:     Phil Hubbard
            Mike McMillen
            Wilfred Arakaki
            Stacy Rogers
            Jim Poole

The meeting was called to order by Chulee Grove at 11:25 a.m.

FOLLOW-UP:

Chulee Grove: The sign/arrow printing was postponed due to another urgent project (FAA=s inspection of AERO). Glenn Matsumoto already purchased the materials so printing should begin soon.

The Health and Safety Program was presented to the Chancellor=s staff and the Campus Leadership Team in early May. The deadline for comments is September 19, 2003. Ken Kato will, thereafter, forward to the unions. (NOTE: The deadline was later postponed to September 30, 2003.)

The summary of Bldg. 7 drill evaluation will be posted on the Intranet.
HEALTH & SAFETY COMMITTEE MEETING  
Thursday, August 21, 2003  
Page 2

NEW:

**Ken Kato:** Safety concerns should be forwarded to Ken Kato’s office. HCC received $75,000.00 from the Legislature for the painting of the paint storage room in the Auto Body shop.

Bldg. 7 freight elevator is scheduled to be renovated next summer and it will cost $160,000. The long term goal is to renovate all the elevators on campus.

Extension cords can only be used temporarily due to electrical violations.

Over one dozen cats were caught in traps and taken down to Humane Society.

A homeless individual was discovered completely nude washing herself in the women’s restroom. When an incident is reported, Security will bring a female individual along with him to enter the women’s restroom.

**Lorri Taniguchi:** Emergency posters were distributed for posting to all the departments. First Aid Kit refill requisitions should be turned in to the Health Office.

**Chulee Grove:** The next fire drill will be conducted in Bldg. 14. A sign-up sheet was passed around for volunteers from Apprenticeship, Carpentry, Refrigeration and Air Conditioning and Welding programs. Chulee will set up the details for the fire drill.

In order to implement the Health & Safety Program, one to two programs will be asked to volunteer to be audited by the Health & Safety Program standards. These programs will be audited by the Peer-Audit Team. Volunteers are needed for the Peer-Audit Team as well. The Audit Team could also include a junior or senior student from OESM. Chulee will draft the audit guidelines and checklist.

**Ken Kato:** There is a new department at UH called Risk Management.

The meeting was adjourned at 12:00 noon.