HEALTH & SAFETY COMMITTEE MEETING
TUESDAY, AUGUST 17, 2004
BUILDING 5, ROOM 204
11:15 A.M.

MINUTES

PRESENT: Ken Kato, Jane Niimoto (Recorder), Chulee Grove, Lorri Taniguchi, Jon Blumhardt, Rick Ziegler, John Shen, Carol Hiraoka, Phil Hubbard, Mike McMillen, Mike Jennings, Steven Chu, Henry Maile, Paul Onomura, Tom Mikulski, Bob Perkins, Derek Oshiro, Danny Aiu, Jeff Lane, Reloyne Villarimo, Bob Vericker, Jessie Aki, Mike Castell, Susanne Carvalho, Joy Nagaue, Jim Poole, Simeon Kekumu, Frank Fenlon, Femar Lee, Glenn Matsumoto, June Higa, Mario Mediati, Jackie Scudder

GUEST: Ramsey Pedersen

EXCUSED: Brian Quinto*

ABSENT: Ron Takata, Kerry Tanimoto, James Niino, Stacy Rogers, Budd Brooks, Elliott Higa, Ralph Hiatt, Bill Becker, Owen Miyamoto, Glenn Yoshimura, Norman Shimabukuro, Donald Frost, Student Senate Representative

The meeting was called to order by Ken Kato at 11:15 a.m.

Ramsey Pedersen
Ramsey welcomed and thanked everyone for attending the meeting. Ramsey stressed the importance of following safety and EPA requirements on campus.

Ken Kato
Ken informed everyone that the proposed Health and Safety Program was forwarded to the unions for review and comments.

Ken went over the handouts for emergency procedure training for students which should be distributed by faculty to their students on the first day of class.

The proposed completion date for the Incinerator Site cleanup is November 2004.

Bldg. 7 freight elevator swipe card key entry system is now operational.

Danny Aiu
Danny presented and briefly talked about the MSDS holders which he constructed. Ken informed everyone to put in a maintenance request for the installation of the holders for their department.

Jon Blumhardt
Jon discussed proper student safety and procedures. Jon will document weekly inspections for his programs.
Lorri Taniguchi  Kit Survey was distributed to everyone. Lorri went over the recommended emergency steps to take: 1) Call 911 and 2) Call Security on cellular phone. If not an emergency, call the Health Office.

Chulee Grove  Chulee distributed the “General Health and Safety Rules”, a part of HCC’s proposed Health and Safety Program. The Health and Safety Program is posted at: http://honolulu.hawaii.edu/intranet/policies/safety.pdf

Chulee, Ken and Lorri will assist with safety inspections upon request and when time allows.

Chulee requested that the Safety Liaisons post evacuation routes, “Exit” signs, & “Not an Exit” signs (on doors that can be mistaken as exits).

Jackie Scudder  Jackie discussed vehicular safety for Lots #3 and #7 by not making a left turn into the parking lots.

Jess Aki inquired about Blood Borne Pathogens Training for Faculty. UH EHS Office or Chulee can be contacted to request training.

Ken Kato informed everyone that the Risk Management Waiver Form is posted on the Intranet. Joy Nagaue asked if a student refuses to sign the waiver form, what should faculty do? Chulee said to note on the form that the student refused to sign.

Ramsey Pedersen added that if the requirement to sign is listed in the course syllabus and the student refuses to sign, then the student should not be allowed to participate.

The meeting was adjourned at 11:51 a.m.

*NOTE: Brian Quinto met with Chulee on 8/19/04 at 11:45 a.m. to go over with what was covered at the Safety Meeting.