Minutes
Safety Liaison Meeting
January 8, 2004, 5/204

Present: Ken Kato, Chulee Grove, Lorri Taniguchi, Dolores Donovan, Rick Ziegler, Mario Mediati, Kerry Tanimoto, Carol Hiraoka, Phil Hubbard, Mike McMullen, Carl Tennessee, Mike Jennings, Brian Quinto, Steven Chu, Henry Maile, Tom Mikulski, Bob Perkins, Derek Oshiro, Jeff Lane, Jess Aki, Budd Brooks, Susanne Carvalho, Joy Nagaue, Simeon Kekumu, Frank Fenlon, Femar Lee, Glenn Matsumoto, June Higa, Xin Li, Jerry Cerny, Robert Tamanaha, Owen Miyamoto, Lani O’Neal (recorder)

Convened: 11:08am

Ken Kato reports:

Announcement
Office Safety Awareness Training (for office employees)
Kapalama Multimedia Campus Center (KMCC)
January 21, 2004, 9:00am – 10:30am
- Ken is trying to fund a student assistant position to work on safety projects on campus.

Health & Safety Policy
Ken, Chulee, and Lorri are presently reviewing the Health & Safety Plans. Please review the plans on the HCC Intranet page, then send comments to Chulee. Chulee will work on the final draft, send it to the unions and to Ramsey for signature. Ken would like to get this policy out by the summer.

Risk Management Office
The Assumption of Risk and Release/Medical Consent Form is on the HCC Intranet page, form-fillable. The only difference from the past form is the Medical Consent portion. Departments must use this form unless approval is given by the UH Risk Management. Because of the UH autonomy, UH is responsible for all of their lawsuits.

Under medical consent portion, the bottom part, it mentions that student agrees to pay all expenses arising from or connected to medical treatment or care. It is not mandatory for students to sign this portion. It is mandatory for the student to sign the top part, the Assumption of Risk and Release portion. Instructors need to use their own judgment as to whether students should sign the medical consent portion or not, such as departments with live jobs.

Student assistants are HCC employees and are covered under Workers’ Compensation. Employees covered under Workers’ Compensation cannot sue their employers. Student assistants should have some type of on-the-job training, which includes safety.

Bldg 14 Fire Drill
The pre-drill survey showed that several problems related to emergency preparedness was found. The drill is postponed until all problems have been resolved.

PPE and Safety Requirements
All departments should have the PPE and Safety policies in the shop/lab/class. Rules/policies need to be in writing, students need to be trained/informed. Please document the safety training and enforce all safety rules. Common problems: students are not wearing safety glasses; machine guards are missing or not used; work areas are cluttered – causing tripping.

Respiratory Program for Students
ABRP and METC faculty/staff were recognized for formalizing the respirator policy into their curriculums. They drew up a draft, sent it to the curriculum committee, and had it approved. Steven Chu (ABRP) mentioned that he went through the 3-M Respiratory Protection Program training, therefore, he is qualified to train others.
Safety Training Materials
All departments need to send their safety training materials to Chulee by February 15, 2004. If safety training is integrated into day-to-day class materials, please send a list of safety topics. Also, send information on how your program documents safety training. Credit, non-credit, and Apprenticeship students need to be trained for their programs. After they are trained, they need to sign a form stating that they were trained.

Lorri Taniguchi reports:

First Aid Kits
Please fill out the survey and the replenishing supply form and return it to Lorri as soon as possible.

Chulee Grove reports:

Volunteers for Audit Team and Bldg 14 Fire Drill (will be contacted later on future tasks)
Audit Team: Dolores Donovan, Danny Aiu, Bob Perkins, Mario Mediati, Jerry Cerny
Bldg 14 Fire Drill: Tom Mikulski, Steven Chu, Glenn Matsumoto, Jerry Cerny, Derek Oshiro, June Higa (day only), Chad Taniguchi

Student Training
Instructors need to inform students of the emergency evacuation procedures during the first week of instruction. The Printshop printed out EXIT, NOT AN EXIT, EXIT with a left arrow, EXIT with a right arrow signs for instructors to post in classrooms. The “EXIT” signs are to be posted above exit doors, exit with arrow signs should be posted along evacuation routes at eyes level. ‘Not An Exit’ signs are posted on doors that could be mistaken as exits. Ken Kato reported that on the first day of instruction, each instructor should inform their class of where the nearest fire exits are located.

Danny Aiu is offering to make wall-mounted holders (standard 3-ring binder), with MSDS engraved on it for faculty, if everyone agrees to use them.

Incinerator Site Update
Ken Kato reported that the bid was awarded and the work should be starting soon. Ken will attend the pre-construction meeting with the City and the contractor to discuss the construction schedule.

Building 5 Restrooms
The building 5 restroom project has been sent to PPMO, but they have not reviewed it, yet. Ken reported that HCC has not lost the money; the project is still in the works.

Slide Show of Common Hazards at HCC
1. ashtray inside of building
2. chemicals stored under sink, not all placed safely on ground; lying down; on one another
3. used batteries sitting on classroom floor
4. no chain, no safety cap on cylinder
5. material blocking exit doors
6. exit door has two locks on it, one deadbolt and one ground lock
7. exit door propped open (exit needs to be closed to keep fire contained)
8. good picture – doorway clear to enter and exit
9. good picture – fire exit plans posted for everyone to see
10. clutter, not allowable for a safe evacuation
11. first aid kit signs (need to make sure that kit doesn’t walk away)
12. fire hose glass case – blocked by material
13. fire alarm on wall, blocked
14. electrical panel, blocked, no access (keep closed and label switches)
15. coke can found on flooring chemical container (no eating/drinking in shop areas)
16. overhead storage area (do not exceed loading capacity)
17. shop machines need to be operated properly; OSHA can cite user for improper use (guards need to be in-place during down time and operation)
18. ECE has posters for instructions on changing diapers, clothes, etc. to prevent contaminations, etc.
19. waste bins with oily rags need to be emptied daily
20. good picture – Carpentry students clean the shop area weekly.
21. Cosmetology posts signs to remind students to use gloves when working with chemicals.
22. all heating devices (microwave, coffee maker, etc.) should be directly plugged into the wall outlet. Ken and Tom suggested to invest in a good surge protector. The cheap ones have been known to catch fire.
23. equipment plugged in by piggy-backing surge protectors (surge protectors should be plugged into the wall)
24. worker standing on metal ladder, in a puddle of water, doing electrical work

Adjourned: 12:00 Noon

Respectfully submitted,

Lani O’Neal
Recorder