MINUTES

PRESENT: Ken Kato, Chulee Grove, Lorri Taniguchi, Jane Niimoto (Recorder), Bernadette Howard, Miles Nirei, Femar Lee, Owen Miyamoto, Brian Quinto, Jerry Cerny for Mario Mediati, Ken Johnson, James Niino, Steven Chu, Mike Jennings, Henry Maile, Jeff Uyeda, Paul Onomura, Tom Mikulski, Bob Perkins, Derek Oshiro, Danny Aiu, Jeff Lane, Bob Vericker, Jessie Aki, Budd Brooks, Susanne Carvalho, Joy Nagaue, Elliot Higa, Jim Poole, Dolores Donovan, Rick Ziegler, Ron Takata, Kerry Tanimoto, Carol Hiraoka, Kasey Keala Chock

EXCUSED: June Higa, Diane Nazarro

ABSENT: Glenn Yoshimura, Stan Welch, Marilynn Ito-Won, Frank Fenlon, Simeon Kekumu, Glenn Matsumoto, Ralph Hiatt, Ken Sullivan, Bill Becker, Stacy Rogers, Donald Frost, Mike Castell, John Shen

Health and Safety Program was distributed.

The meeting was called to order by Ken Kato. Ramsey Pedersen welcomed and thanked everyone for attending the meeting and stressed the importance of following safety procedures on campus.

Ken Kato

Ken informed everyone of the following priority projects:

1. Bldg. 7 – Exterior Repainting
2. Bldg. 2 - Spalling Repair
3. Bldg. 50 - Ventilation System Repair (funding through DAGS)

The Health and Safety Program is being implemented this semester. Copies were distributed to everyone.

Ken reminded everyone to submit Chemical and Waste Inventories semi-annually.

Sheryl Legaspi

Sheryl reported on the progress of the Ad Hoc Emergency Planning Sub-committee. The Committee is preparing a draft of the Standard Operations Procedures (SOP) for the College’s Emergency Action Plan. The (SOP) will be submitted to the Vice President of the Community Colleges to review and standardize for all the campuses and then forwarded to the Board of
Regents for final approval. Ramsey added that Honolulu CC is designated as a Public Emergency Shelter (stairwells in Buildings 27 and 14).

The Committee will also assist in identifying the College’s emergency response team, determining functions of the team, and planning for emergency response drills.

**Lorri Taniguchi**

In the First Aid Kit, there is a red biohazard bag to be utilized in the disposal of blood, body fluids and contaminated gloves/items. Every injury should be documented. If gloves are not available, use a plastic bag and properly dispose in the biohazard bag. It should be delivered to the Health Office or picked up by the Health Office.

Lorri explained the Universal Precautions and General Guidelines for Handling Body Fluids (handout was distributed).

Ken Kato introduced Miles Nirei (UH Environmental Safety Specialist). Miles thanked everyone for doing a good job in adhering to safety procedures on campus.

**Chulee Grove**

The HCC Health and Safety Program was distributed to everyone. Chulee highlighted the contents of the program. The general purpose of the Safety Policy is to provide a safe workplace and learning environment for employees, students and visitors. Requirements include hazard identification, reporting, communication and controls; training, etc. For high hazard areas such as Tech I shops, a weekly walk-through inspection is required.

Ken, Lorri and Chulee meet monthly to follow-up with various safety issues.

Chulee conducts training on the Safety Program emphasizing the Spring 2006 Implementation:

- **Safety Training for Students**
  Students must be trained prior to engaging in any potentially hazardous tasks. The training must be documented and the documents must be kept for at least three (3) years. At a minimum, students should be trained on the College’s General Health and Safety Rules, Emergency Procedures, hazards associated with the tasks, safe work practices and methods to prevent injuries/illnesses.

- **Posting**
  A number of documents must be posted including the General Health and Safety Rules, Emergency Procedures, Safe Work Procedures, Personal Protection Requirements, etc.

- **Safety Inspections**
  Inspections must be documented and the documents must be maintained for at least one (1) year.
  - Office Inspections - once per semester
  - Shop/Lab Inspections - weekly

The Power Point presentation of the training will be posted on the Intranet.

The meeting was adjourned at 11:25 a.m.