Health & Safety Meeting

January 7, 2009
10:00 am - 12:00 pm
Bldg. 4/18

Summary of Topics Discussed

- Status of repair, maintenance, and improvement projects (Ken Kato)
- Safety priorities for Spring 2009 (Ken Kato)
- Report: Emergency Planning Subcommittee (Lorri Taniguchi & James Niino)
- Report: Health & Wellness Subcommittee (Lianne Nagano & Kyle Higa)
- Report: HCC Student Senate (Mary-Janye Militante)
- Fall 2008 surveys’ results and spring 2009 activities (Chulee Grove)
- Group exercise: Hazard Surveys.

Summary of survey results, Fall 2008 Safety Meeting:

1) Departmental Emergency Planning:
   - Most program have some of the items listed, but none have a formal written procedures that cover all items
   - Comments: Every program should have a bulletin board posting emergency action procedures

2) HCC SOP topics:
   - Need training on epidemic outbreaks
   - Need procedures on dealing with violence on campus and nearby, kidnapping (childcare), lock-down
   - Post information in elevators and on each floor: How to get help at night from security, escorting services, emergency phone numbers
   - How do we make sure that students are aware of procedures? Should include information in new student orientation.

3) Spring 2009 Safety Surveys
   - Ken, Lorri, & Chulee will continue their safety surveys (usually monthly). Information from Spring 09 Safety Surveys will be used to help plan for corrective actions
   - Priorities for Spring 2009:
     - Evaluate chemical exposure levels for AERO, ABRP, METC personnel & students.
     - Implement Respiratory Protection Program for AERO, ABRP, METC if needed
     - Timeline for evacuation routes posting – get list from Ken on bldg sq footage
     - Finalize Safety webpage
     - Train administration on emergency planning/TTX