

Honolulu Community College

# HEALTH AND SAFETY POLICY

*April 2018*

Honolulu Community College  
Health and Safety Policy

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## Honolulu Community College

### Statement of Health and Safety Policy

The Honolulu Community College (HonCC) is committed to provide a safe and healthful workplace and educational environment. HonCC will maintain a Health and Safety Policy that conforms to appropriate practices of a technical occupational institute and is in compliance with the health and safety requirements issued by the Hawaii Occupational Health and Safety Division (HIOSH).

HonCC will make every reasonable effort to eliminate all accidents and control hazardous conditions. Reasonable safeguards necessary to one's personal protection, first-aid, and other precautionary measures will be provided.

Employees and students are expected to follow safe procedures and take an active part in protecting themselves, their colleagues, and visitors. Available safety equipment will be properly used and safety rules must be followed with no exception.

Faculty and staff members are accountable for the health and safety of the students under their supervision and must conduct operations in a safe manner at all times. They will provide leadership and direction to the education and training of their students in the health and safety requirements of HonCC.

The goals of HonCC's Health and Safety Policy:

- To foster a positive and proactive safety culture
- To establish and maintain a safe and healthful environment for employees, students, and visitors
- To eliminate hazards and prevent accidents
- To promote and recognize safety consciousness, responsibility, and accountability
- To educate students on appropriate safety practices of their trades
- To involve administrators, faculty members, and staff in safety planning and prevention
- To improve health and safety communication



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Erika Lacro, PhD  
Chancellor

## General Health and Safety Rules Honolulu Community College

The following Health and Safety Rules apply to all faculty members, staff, administrators, students, and visitors of Honolulu Community College.

1. Instructors must set a good example in promoting health and safety by following all Health and Safety Rules.
2. Health and safety rules will be strictly enforced by the instructor. Students who violate the rules will not be allowed to attend or continue the class until such actions are corrected. Repeated violation of safety rules may result in disqualifying students from receiving credit for the class.
3. Instructors are responsible for communicating the evacuation and emergency procedures to the students at the beginning of each semester.
4. All students involved in activities that pose potential exposures to chemical, physical and/or biological hazards in the classroom, laboratory, or shop must be trained on the hazards and safe practices. The training must be documented and documentations should include students' signatures, list of safety topics covered, and evidence of students' competencies. The training documents are to be kept for at least three years or as long as the students remain at HonCC, whichever is longer.
5. The "General Health and Safety Rules" which apply at all times in the classrooms, shops, and laboratories shall be posted.
6. Specific safety procedures for equipment, tools, and machinery, as applicable, must be posted at the locations of activities. The requirement to use personal protective equipment, for example, safety glasses/goggles, gloves, ear plugs, must be posted at the locations as well.
7. Thorough health and safety inspections will be conducted regularly. Shops and laboratories will be inspected at least once a week by instructors, or the instructor's designee. Offices and classrooms will be inspected by the designated Safety Liaisons at least once for each semester. The inspection reports will be maintained on location for one year. Hazardous conditions, unless it poses an imminent danger, shall be abated as soon as possible. Conditions posing imminent threats and unsafe behaviors shall be corrected immediately.
8. An adequate first aid kit shall be maintained in each designated location. Instructors are not allowed to distribute topical ointment or internally-taken medicine, including pain killers such as aspirin or ibuprofen. Students requiring such medicines should be referred to the Student Health Office.
9. All equipment, tools, and machinery must be kept in good operating condition. Instructors must ensure that periodic inspections and preventive maintenance are conducted and that the equipment operates to manufacturer's specifications.
10. All accidents, with or without an injury, must be reported to the Health Nurse. The instructor must investigate each accident to identify the cause and corrective actions necessary to prevent similar accidents from recurring. All investigations shall be documented and kept on file for at least one year.

Honolulu Community College  
Health and Safety Policy  
Responsibility and Accountability

### Policy Administrator

The Vice Chancellor of Administrative Services is the Policy Administrator for HonCC's Health and Safety Policy. The Policy Administrator has the *authority and responsibility* to implement the Health and Safety Policy. In addition to making certain that the Policy is in compliance with all applicable Hawaii Occupational Safety and Health (HIOSH) regulations and HonCC Policy, the Policy Administrator is responsible for regular reviews of the Policy to ensure its effectiveness.

The Policy Administrator is authorized to enforce all health and safety rules and to take appropriate action necessary to the success of the Health and Safety Policy.

The Policy Administrator ensures that the Policy's effectiveness is assessed on a regular basis. A report on the status of the Policy and improvement recommendations must be submitted to the Chancellor at the end of each academic year.

The responsibilities of the Policy Administrator include:

- Maintaining and updating the Health and Safety Policy to ensure its compliance with HIOSH standards.
- Monitoring the safety performance of HonCC to evaluate the effectiveness of the Health and Safety Policy regularly.
- Ensuring that specific written programs as required by HIOSH are in place. Examples include Personal Protective Equipment, Respiratory Protection, Bloodborne Pathogens, Hazard Communication, Chemical Hygiene, Fire Protection, Emergency Action, Powered Industrial Trucks, Machine Safety, and Lockout/Tagout.
- Ensuring that HonCC is in compliance with HIOSH recordkeeping requirements which include workplace inspection, hazard assessment, accident investigation, medical evaluation, and training.
- Ensuring that there is at least one designated Safety Liaison from each instructional unit.
- Ensuring that faculty members, staff, and Safety Liaisons receive appropriate health and safety training.
- Assisting in the formation and functioning of the Health and Safety Committee.
- Reviewing minutes of the Health and Safety Committee's meetings and providing support to the Committee as needed.
- Creating and maintaining management communication and participation systems.
- Creating and maintaining employee communication and participation systems.

## Health and Safety Coordinator

The Occupational and Environmental Safety Management (OESM) Program's Liaison is designated as the Health and Safety Coordinator. The Health and Safety Coordinator is responsible for:

- Assisting faculty and staff members on facility surveys/inspections for hazardous conditions.
- Advising the administration of hazards found and offering recommendations for their corrections and controls.
- Providing administrators, faculty, and staff with information on how to comply with the HIOSH standards.
- Advising administrators, faculty, and staff on current HIOSH requirements, HIOSH inspection procedures, employer's rights and responsibilities, methods of compliance, available health and safety resources and products.
- Advising faculty and staff on their safety responsibilities; occupational health and safety standards; and hazard identification, evaluation and control techniques.
- Assisting instructional units during HIOSH compliance inspections and follow-up activities.
- Assisting in the evaluation of shop/lab health and safety rules/programs.
- Advising faculty and staff members on the selection of appropriate safety devices, personal protective equipment, and emergency response materials.
- Reviewing accident/injury records, identify problem areas, and developing effective control methods to reduce/eliminate accidents/injuries.
- Assisting the Policy Administrator on the annual review of the Health and Safety Program to ensure its effectiveness and compliance with the current HIOSH standards.
- Providing training to administrators, faculty, and staff on relevant health and safety issues.

## Safety Liaisons

At least one Safety Liaison shall be designated from each instructional unit. For a program with more than one faculty member, at least one alternate Safety Liaison shall be designated. Safety Liaisons are responsible for:

- Coordinating health and safety activities in their programs.
- Keeping direct and regular communication with the Health and Safety Coordinator and the Health and Safety Committee on health and safety issues.
- Attending the meetings of the Health and Safety Committee. When not possible, an alternate will attend the meeting and the alternate will ensure that the Safety Liaison is informed of the meeting's content.
- Acting as liaison persons between faculty and staff in their program and the Health and Safety Coordinator/Health and Safety Committee
- Assisting faculty and staff in their programs in enforcing the health and safety

rules.

- Assisting faculty and staff in investigating and keeping records of all near-misses, accidents, injuries, and illnesses that happen in their programs.
- Assisting faculty and staff in corrections of hazardous conditions and behaviors.

## Health and Safety Committee

The Health and Safety Committee consists of Safety Liaisons from all programs, the Health and Safety Coordinator (Chairperson), the Vice Chancellor of Administrative Services, and the Health Nurse.

Ad hoc committees may be formed to work on specific health and safety issues and the frequency of its meeting will be determined by the committee's members. Safety Liaisons can join an ad hoc committee voluntarily.

The Committee will meet at least once a semester. All Safety Liaisons are required to attend the meeting. *The Liaisons who are unable to attend the meetings must send a designated alternate.*

Each Safety Liaison shall serve on the Committee for a period of two years. Any member, who wishes to continue to serve on the Committee after his/her term expires, may do so if the members of his/her unit agree. For continuity, terms will be staggered. The first year when this procedure becomes effective, one-half of the representatives shall serve for one year.

The Committee shall:

- Meet regularly, at least once per semester. Minutes of each meeting, including records of health and safety issues discussed, shall be accessible to all employees and be kept for one year.
- When necessary, review results of program safety inspections to identify any needed safety procedures and practices and to track specific corrective actions.
- When necessary, review accident investigation reports to ensure that all causes have been identified and corrected.
- Where appropriate, submit suggestions to the administration for the prevention of future incidents.
- Review hazardous conditions reported to any committee member and recommend corrective actions.
- Assist the administration in the evaluation of hazards and safety suggestions submitted by employees and students.

## Chancellor

The Chancellor affirms her commitment to the health and safety of employees and

students by signing the Honolulu Community College “Statement of Safety Policy”. With the assistance of the Vice Chancellor of Administrative Services, the Chancellor follows the progress of HonCC’s health and safety management, and ensures that adequate resources are available to maintain effective health and safety management for HonCC.

### Deans, Directors, and Divisional Chairpersons

The Deans and Directors are responsible and accountable for the health and safety performance of all employees under their supervision. Division Chairs, with assistance from the Health and Safety Coordinator, ensure that each program is free of recognized hazards and that all program-related activities are in compliance with HIOSH requirements.

Deans, Directors, and Division Chairs shall:

- Ensure that materials, tools, equipment, and machines distributed to the programs under their supervision are hazard-free and/or that adequate control measures have been provided.
- Ensure that adequate safety equipment and resources are provided.
- Keep abreast of accident and injury trends occurring in their shops and take proper corrective actions to minimize and eliminate accidents, injuries, and illnesses.
- Ensure that all hazard control rules, regulations, and procedures are enforced in all programs under their supervision.
- Ensure that safety inspections of the shops and laboratories are conducted at least once a week and inspections of offices are conducted at least once a semester.
- Ensure that information on hazards, safe practices, and safety rules is included in each instructional module and demonstration session, when appropriate.
- Follow up on safety recommendations submitted by the Health and Safety Committee.
- Actively support HonCC’s health and safety management efforts and Health and Safety Committee’s activities.

### Faculty and Instructional Staff Members

Faculty and instructional staff members are key individuals in the implementation of the HONCC Health and Safety Program. They ensure that the instructional areas are safe and free of recognized hazards and that safe work methods are practiced at all times.

Faculty and instructional staff members shall:

- Set a good example by following the health and safety rules. Correct unsafe



behavior immediately.

- Demonstrate an active interest in and comply with the HONCC health and safety policies and rules.
- Regularly communicate with the Safety Liaison on current HONCC health and safety issues.
- Ensure that students are informed of emergency procedures.
- Train and educate students in work methods and techniques which are free from recognized hazards.
- Ensure that appropriate standard operating procedures (SOPs) are readily accessible or posted when feasible.
- Require the shop/lab students to pass a written safety test before operating machinery or equipment or being exposed to the shop/lab hazards. The record of students' safety and health training shall be kept by the instructors for three years or as long as the students remain at HONCC, whichever is longer.
- Supervise and evaluate student performance with consideration given to safe behavior and work methods.
- Make certain that equipment, tools, and machinery are being used as designed and are properly maintained.
- Inspect and monitor the shop/lab on a daily basis for human, situational, and environmental factors that can cause accidents, injuries, and illnesses.
- Correct hazards discovered or report such hazards to the Division Chair or to the Operations and Maintenance Department.
- Obtain adequate information on the health hazards associated with substances and materials used in the shop/lab operations.
- Make sure that tools, equipment, and machinery are ordered and purchased with adequate consideration for student health and safety and with adequate protective devices.
- Keep machinery, tools, and equipment in safe working conditions. Unsafe or malfunctioning equipment shall be tagged out and not be used.
- Make certain that chemical wastes are properly handled and disposed.
- Investigate or assist in the investigation of all accidents occurring within their shops/labs to determine causes.

## Support Staff Members

Members of the support staff are required to follow the HONCC health and safety policies and rules. Since many support staff members have direct contact with the students, they assist students on the health and safety issues or in case of an emergency.

Support staff members shall:

- Report any hazardous conditions and provide recommendations on possible corrective measures.
- Report accidents, injuries or exposures to hazardous substances.

- When appropriate, assist in the investigation of accidents and injuries.
- When appropriate, assist students in reporting hazardous conditions and accidents.
- Follow all applicable health and safety rules.

## Operations and Maintenance Personnel

Operations and Maintenance personnel ensure that preventive maintenance is performed as scheduled and that repairs are completed in a timely manner.

Operations and Maintenance personnel shall:

- Perform construction and installation work in conformance with good engineering practices.
- Report any hazardous conditions to the supervisor.
- Comply with health and safety standards.
- Provide planned preventive maintenance on electrical systems, non-shop/lab machinery and equipment, etc., to prevent abnormal deterioration, loss of service, or health and safety hazards.
- Support and keep regular communications with the Health and Safety Committee.

## Students

All students must follow the general health and safety rules and specific safety rules applicable to their academic areas.

All HonCC students shall:

- Follow HonCC health and safety rules and work according to standard shop/lab practices.
- Report hazardous conditions or unsafe work practices to the instructor.
- Use protective equipment, tools, and machinery as they are assigned.
- Report all accidents, injuries or exposures to hazardous substances to the instructor as soon as possible.

## Compliance Policy

### Recognition of Safe Behavior

Employees and students who strictly follow safety requirements should be recognized. Recognition means include verbal acknowledgment, positive performance evaluation, rewards, and other safety incentives as determined by the Policy Administrator.

### Training

All employees must complete health and safety training as required by HonCC and the regulatory health and safety standards. In many cases, initial and periodic refresher training may be required. Current certificates of completion shall be kept on file and available for review. Safety Liaisons should assist faculty and staff in identifying required health and safety training. When appropriate, the Health and Safety Coordinator may conduct health and safety training for the employees.

Program liaisons should ensure that recently hired faculty and staff are adequately trained on hazards associated with their tasks and protective measures. New employees shall not be allowed to performed hazardous operations without adequate training. Documentation of new employee training shall be maintained for at least three years. The training may be conducted in a classroom environment or at the work area by means of hands-on instruction. The training must cover the specific hazards and safety precautions applicable to the operation.

Students are required to be trained prior to handling hazardous substances or operating any equipment, tool, or machinery. Written documentation of students' safety training must be maintained by the instructor (or designated person) for three years or as long as the students remain at HonCC, whichever is longer.

### Enforcement Policy

All employees and students are expected to comply with HonCC health and safety requirements. Failure to comply with rules and procedures as outlined in the Health and Safety Policy may result in disciplinary action, including verbal and written warnings, and more serious disciplinary action if appropriate.

## Communication System

### New Employee Safety Orientation

Deans and Directors are responsible for ensuring that new employees are familiar with the general health and safety rules and with safety practices specific to the employees' tasks. New employees include employees recently hired and employees assigned to a new position which exposes the employees to work-related hazards significantly different from those present at the previous assignment.

All new employees must be informed of the content of the Health and Safety Policy. They must be trained on operation-specific hazards and the control measures as soon as possible, but no later than two weeks after the date of hiring or new assignment.

The safety orientation for new employees should include at least the following:

- Content of HonCC Health and Safety Policy.
- The "General Health and Safety Rules" and safe work procedures specific to the job.
- Hazards associated with the job and protective measures.
- Requirement for safe work clothing and footwear.
- Assignment and use of personal protective equipment, if applicable.
- Safety rule enforcement policy.
- Incident and hazard reporting procedures.
- Emergency procedures, including emergency response and evacuation plan.
- Other relevant health and safety issues as appropriate.

Documentation of new employee orientation must be kept for one year.

### Safety Meeting

Meetings of the Safety Liaisons shall be conducted at least once a semester, prior to the beginning of instruction period. Minutes of each meeting, including records of health and safety issues discussed, shall be accessible to all HonCC personnel. The minutes shall be maintained for one year.

When appropriate, safety and health issues should be included in the meetings of Division Chairs. Minutes of the meeting shall be accessible to all HonCC personnel.

### Equipment Operating Manual

All equipment is to be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Copies of operating manuals will be kept with each piece of equipment in the unit. Persons who are unfamiliar with

the operation of a piece of equipment and its potential hazards must be trained by an experienced operator or supervisor before using the equipment. The training shall be documented, and the document must be maintained for one year.

## Standard Operating Procedures

Employees and students must be trained prior to their initial assignment. When appropriate, a copy of the standard operating procedures (SOP) must be provided to employees and students. The instructor must ensure that students understand each step listed in the SOP and must ensure that students will be able to perform their job functions according to the SOP. When feasible, the SOP should be posted in the area of activities.

## Hazard and Incident Reporting

Employees and students are required to report incidents immediately, or within the same day of occurrence. When reporting:

- Use “UH Form 29, Accident, Injury, and Illness Report” form for incidents with injuries and/or illnesses
- Use the “HONCC Incident Report” form for incidents involving assault, harassment, property damage/vandalism, missing article/property and other security-related incidents
- Use the “Hazard Report” form for unsafe conditions

These forms are included in Appendix A.

Employees and students who suffer injuries or illnesses, including minor ones, must be directed to the Health Office. The instructor or the instructor’s designee must accompany the injured student to the Health Office. In case of a serious injury, such as heavy bleeding or loss of consciousness, call 911 for an ambulance. Immediately afterwards, contact the Health Nurse and Campus Security to report the incident.

Immediately report to the Vice Chancellor of Administrative Services any of these work-related incidents: fatalities, in-patient hospitalization, amputation, loss of an eye, or property damage costing more than \$25,000.

The Vice Chancellor is required to report a work-related fatality to HIOSH within eight hours upon his/her knowledge and report the rest of above incidents within 24 hours upon his/her knowledge.

## Health and Safety Committee

The Safety Liaisons, as members of the Health and Safety Committee, are responsible

for informing all personnel within their work units of the current health and safety issues and of the Committee's activities. Meeting minutes and other safety-related informational items may be distributed to the employees through the HonCC Intranet, via E-mail, or by other means of communication.

## Posting

The Safety Liaisons ensure that the following safety documents are posted in a conspicuous area (lunch/break room, hallways, common area, etc.) frequented by employees and students:

- HonCC's "General Health and Safety Rules"
- Emergency procedures and emergency evacuation routes
- When appropriate, specific safety procedures for equipment, tools, and machinery (posted at the locations of activities).
- When appropriate, requirements for the use of personal protective equipment (posted at the locations of activities).
- Applicable hazard warning signs
- Other safety announcements as instructed by the Vice Chancellor of Administrative Services.

## Hazard Identification and Evaluation

### Accident Trend Analysis

The Policy Administrator, with the assistance of the Health and Safety Coordinator, ensures that the Health and Safety Program is periodically evaluated. The evaluation should include both qualitative and quantitative assessments. These can be done by reviewing safety activities accomplished and by analyzing injury and illness records. Frequency and severity of injuries, accident cost, lost time, locations of injuries, activities performed at the time of injuries, nature of injuries and other relevant information should be used to identify and prioritize accident prevention measures.

### Job Safety Analysis

Employees may request the assistance of the Health and Safety Coordinator to conduct a Job Safety Analysis (JSA). An example of JSA form is included in Appendix A. Information from JSA can be used to develop Standard Operating Procedures and to identify hazards and control measures for a majority of operations at HonCC.

For additional information on JSA, contact the Health and Safety Coordinator.

### Safety Inspection

A thorough health and safety inspection of all HonCC facilities must be conducted on a regular basis. Frequency of inspections depends on the nature of operation and its degree of hazards.

- *Office facility, classrooms, and library:* at least once a semester.
- *Laboratories, shops, and areas with high hazards or frequently changing operations (forklifts, moving equipment, etc.):* as condition warrants, but not less than weekly.
- In addition, a daily walk-around is highly recommended for areas with high hazards or frequent changing operations (forklifts, machinery, etc.).
- *Equipment, instruments, tools, and machinery:* before each use by the user. In addition, the instructor must ensure that periodic inspections and preventive maintenance are conducted and that the equipment operates to manufacturer's specifications. Malfunctioning equipment must be tagged and taken out of service for repair.
- *New equipment, substances, operations, procedures:* Before using the equipment/substances or prior to starting the new operations/procedures.

Safety Liaisons, faculty, and designated staff members are responsible for inspections of shops, laboratories, offices, classrooms, and related work areas. Maintenance personnel are responsible for inspections of general facilities such as cafeteria,

parking lots, fire exits, stairs, elevators, etc.

Inspection records must be maintained at the facility for at least one year.

The “Safety Inspection Report” form (Appendix A) can be used as a general guideline for the inspection. A site-specific inspection checklist should be developed by the person responsible for performing inspections.

### Environmental Monitoring

Environmental monitoring of chemical, biological, and physical agents is required when potential hazardous exposures to such agents exist. HIOSH’s Permissible Exposure Limits (§12-202-4, Table 202-1: Limits for Air Contaminants) are not to be exceeded. Monitoring of physical agents including light, sound level, vibration, ionizing radiation, and non-ionizing radiation, are required when potential hazardous exposures are identified. Engineering controls must be considered as the primary method of hazard control. Personal protective equipment shall not be used as a substitute for engineering controls.

Assistance to determine the need for monitoring should be requested through the respective Division Chair.

### Review of Safety Standards

Keeping current with changes in health and safety standards will improve hazard identification and the evaluation process. The Policy Administrator, with the assistance of the Health and Safety Coordinator, shall ensure that HonCC is in compliance with the current HIOSH regulations.



## Hazard Correction

### Correction Procedures

Personnel, who observe any hazardous conditions, should initiate corrective action as quickly as possible. Unsafe behavior must be corrected immediately.

If the condition cannot be corrected immediately:

- Prevent entry to the hazardous area by barricading and/or posting warning signs
- Report the condition to the respective Division Chair or the Vice Chancellor of Administrative Services.

*Conditions posing imminent danger must be abated immediately.* If not possible, ensure that the operation is stopped and all personnel are prevented from entering the area until the hazard is corrected.

Examples of corrective actions are: tagging unsafe equipment “DANGER - Do Not Use” and providing a list of alternatives for employees to use until the item is repaired; stopping unsafe work practices and providing retraining on proper procedures before work resumes; reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.

Corrective actions, including projected and actual completion dates must be documented. Contact the Division Chair to request outside assistance.

### Imminent Danger

Conditions posing immediate danger of serious harm or bodily injury must be corrected *immediately*. If not possible, the operation must be stopped until necessary repairs can be made. A notice “Imminent Danger - Do not Enter” must be posted in the area to prevent entry. Equipment must be locked out or tagged out and all employees and students affected must be notified of the situation.

If the hazard cannot be corrected immediately without endangering personnel or property, all personnel must be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation. The Division Chair is responsible and accountable for providing necessary resources to ensure the abatement.

The Division Chair must make certain that the hazards have been corrected prior to removing the notice and allowing the operation to resume. Document corrective actions and maintain the record for one year.

## Incident Investigation

### Incident and Injury Reporting

Refer to the “Hazard and Incident Reporting” procedures listed on Page 11.

### Incident Investigation

Incidents, whether or not they result in an injury, should be investigated to identify the cause and to prevent future incidents. The “Incident Investigation” form (Appendix A) can be used to document the investigation. Incidents are to be investigated as soon as practical, i.e., after attending to the injured and isolating the scene. Maintain the incident investigation record for at least one year.

A copy of investigations of incidents involving fatality, serious injuries, and illnesses must be sent to the respective Division Chair. The Division Chair is responsible for ensuring that the hazard has been abated and that accident prevention measures have been implemented.

Serious injuries and illnesses are those that involve loss of consciousness, work restriction, job transfer, days away from work, and medical treatment. For a more detailed definition of these terms, refer to Appendix B.

Investigations of an incident include the following steps:

- Interviewing injured personnel and witnesses.
- Examining the injured employee’s workstation for causative factors.
- Reviewing established safe work procedures to ensure they are adequate
- Determining whether the work procedures were followed.
- Reviewing training records of affected employees and students.
- Determining all contributing causes to the accident (equipment, material, and people).
- Taking corrective actions to prevent the accident/exposure from reoccurring.
- Recording all findings and actions taken.

## Training and Instruction

### Training Policy

The Division Chair, with assistance from Safety Liaisons, shall ensure that employees receive adequate training in order to perform their jobs safely and efficiently. Health and safety training for employees is provided at no cost to the employee and is conducted during the employees' normal working hours. Safety training is to be conducted by knowledgeable and qualified persons.

Faculty and designated staff members shall ensure that students receive adequate training prior to perform any hazardous operations. These operations include those that involve the use of chemicals, biological agents, machinery, equipment, and tools. They also include those that may expose students to physical hazards such as elevated work levels, hot work, trenches, electricity, or confined spaces.

Safety training and instruction shall be provided for current and new employees as appropriate. A "new employee" is an employee recently hired or one starting a new assignment with hazards different from those at the previous assignment. Training may be conducted in a classroom environment or at the job area. Different instructional methods may be used to ensure that the learning objectives have been achieved. These include classroom presentation, tabletop exercise, group discussion, hands-on practice, field exercise, or computer-based training.

The "Safety Training Attendance Sheet" form (Appendix A) can be used to document safety training. A copy of the training topics, must be attached to the Attendance Sheet. Unless otherwise specified, training records for employees shall be kept for at least one year. Students' training records shall be maintained for at least three years or as long as the students remain at HonCC, whichever is longer.

HonCC Health and Safety Policy, signed by the Chancellor, shall be accessible to all employees and students through the Intranet or other means of distribution.

### Safety Training for Safety Liaisons

Safety Liaisons are required to attend the Health and Safety Committee's meetings and other training sessions as appropriate. This training is designed to aid the Liaisons in understanding and performing their safety responsibilities effectively.

Training topics may include:

- Causes of accidents and basics of accident prevention
- Content of HonCC Health and Safety Policy
- Safety responsibilities
- Hazard identification, reporting, and correction

- Job Safety Analysis and Standard Operating Procedures
- Job-specific hazards
- Accident investigation
- Hazard and injury reporting procedures
- Workstation ergonomics

The Health and Safety Coordinator, under the guidance of the Policy Administrator, is responsible for determining contents and frequency of the training. Training records of Safety Liaisons shall be maintained by the Health and Safety Coordinator for at least one year.

## Hazard-Specific Written Health and Safety Plans

Many occupational hazards require specific written health and safety plans. These plans are part of the overall injury and illness prevention effort. Each Dean and Director is responsible for ensuring that his/her administrative unit is in compliance with HIOSH standards on the implementation of specific health and safety plans.

These plans include, but are not limited to:

- Bloodborne Pathogens
- Confined Space Entry
- Emergency Action Plan
- Fire Prevention
- Forklift Operations
- Hazard Communication
- Chemical Hygiene Plan
- Hearing Conservation
- Lockout/Tagout
- Machine Safety
- Personal Protective Equipment
- Respiratory Protection

## Recordkeeping

The Policy Administrator shall ensure that all documents related to the Health and Safety Policy are maintained by designated personnel which may include faculty, staff, Safety Liaisons, and the Health and Safety Coordinator. All records are to be kept in a safe and convenient location.

The following documents must be maintained for a minimum of one year:

- New Employee Safety Orientation
- Health & Safety Meeting
- Report of Hazardous Condition
- Job Safety Analysis
- Safety Inspection Report
- Hazard Correction
- Incident Investigation
- Minutes of the Health and Safety Committee's meeting

Hazard-specific health and safety plans may require additional and/or different recordkeeping. The Deans and Directors are responsible for making certain that all units within their administrative areas are in compliance with such requirements.

## Policy Review and Update

The Policy Administrator, with the assistance of the Health and Safety Coordinator, conducts periodic reviews of the Health and Safety Policy to ensure its compliance with HIOSH regulations and standards. The Health and Safety Policy must be assessed regularly for its effectiveness in reducing work-related injury and illness rates. Identification of problem areas and priority of corrective measures shall be included in the assessment.

Reports of the Policy's assessments, identifying the Policy's strength and areas needing improvement, shall be submitted to the Chancellor and to the Health and Safety Committee.

The evaluation of the Policy should include:

- Reviewing the content of the Policy to ensure its compliance with HIOSH regulations and standards.
- Reviewing requirements for Hazard-Specific Health and Safety Plans for each operational unit.
- Assessing whether all elements of the Policy have been successfully implemented.
- Identifying deficiencies and devising corrective measures.
- Obtaining employees' opinions through questionnaires, interviews, meetings, and other methods of safety surveys.
- Assessing whether existing activity objectives for all levels of management have been achieved.
- If feasible, analyzing quantitative information to determine the levels of success, for example, recordable incident rate, lost work day incident rate, workers' compensation costs, etc.

## Appendix A: Forms







# Incident Report

**Type of Incident:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accident                | <input type="checkbox"/> Hazard              | <input type="checkbox"/> Unauthorized Access |
| <input type="checkbox"/> Accident: Motor Vehicle | <input type="checkbox"/> Suspicious Behavior | <input type="checkbox"/> Unauthorized Use    |
| <input type="checkbox"/> Assault                 | <input type="checkbox"/> Theft               | <input type="checkbox"/> Vandalism           |
| <input type="checkbox"/> Assault: Sexual         | <input type="checkbox"/> Trespasser          | <input type="checkbox"/> Other: _____        |

**Description of Incident (Who? What? Where? When?):**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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over →

**Suspect Description:**

Sex: M F	Hair: _____	Shirt: _____
Age: _____	Hat: _____	Pants/Skirt: _____
Height: _____	Glasses: _____	Shoes: _____
Weight: _____	Scars: _____	Other: _____
Build: _____	Tattoos: _____	Weapons: _____
Notes: _____		

**Vehicle Description:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

**Property Taken/Damaged:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Report of Hazardous Condition  
Honolulu Community College

DATE OF REPORT: \_\_\_\_\_

HAZARD DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAZARD LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW DO YOU THINK THE HAZARD CAN BE CORRECTED?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WOULD YOU LIKE TO BE INFORMED OF THE ACTION(S) TAKEN?

NAME: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TEL: \_\_\_\_\_

\*\*\*\*\*

Return the form to Chulee Grove's mailbox or via E-mail, [chulee@hawaii.edu](mailto:chulee@hawaii.edu).

Honolulu Community College  
Job Safety Analysis (JSA)

Task Title: \_\_\_\_\_ JSA No. \_\_\_\_\_ Page: \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

JSA conducted by: \_\_\_\_\_

JSA reviewed & approved by: \_\_\_\_\_

Required PPE & Clothing:

Required Safety Precautions & Training:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job Steps	Hazards	Recommended Procedures
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Contact the Health & Safety Coordinator for assistance on performing a JSA.

**Safety Inspection Report: Offices  
Honolulu Community College**

For assistance, contact Chulee Grove ([chulee@hawaii.edu](mailto:chulee@hawaii.edu)) or Lorri Taniguchi ([lorri@hawaii.edu](mailto:lorri@hawaii.edu)).  
Please make sure to follow up on all items needing action.

Location inspected: \_\_\_\_\_

Date \_\_\_\_\_

Inspected by: \_\_\_\_\_

	OK	Action Needed	Comments
<b>Material Handling:</b>			
A. Employees trained in proper lifting methods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Equipment provided for heavy or awkward loads.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Materials stored to prevent overreaching.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Housekeeping:</b>			
A. Walkways clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Employees clean up as they go.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Floors:</b>			
A. Work areas/aisles kept clean and free of tripping hazards.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Spilled materials cleaned up immediately.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Holes/damages in floor repaired or covered.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>First Aid:</b>			
A. Fully stocked first aid kits; location posted; kits accessible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Emergency telephone numbers posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. At least one person trained in first aid.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Emergency Action Plan:</b>			
A. Written; covers fire and other emergencies	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Communicated to all employees.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Employees designated and trained to implement plan.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Fire Protection:</b>			
A. Firefighting equipment is serviced and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Employees instructed in use of firefighting equipment.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Employees instructed in fire protection procedures.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Egress:</b>			
A. Exits clearly marked, accessible and free from obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Exit doors unlocked.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Electrical:</b>			
A. Extension cords not used as substitute for permanent wiring.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Electrical cords are in good conditions, not frayed/worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Heating appliances connected directly to wall outlets.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Hazard Communication:</b>			
A. Written Program with most current inventory available.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Each container is properly labeled: content & hazards.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Safety Data Sheets (SDS) readily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
D. Warning and identification signs clearly posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
E. Users trained on hazards, use, and protection.	<input type="checkbox"/>	<input type="checkbox"/>	_____



**Safety Inspection Report: Shops/Labs  
Honolulu Community College**

For assistance, contact Chulee Grove ([chulee@hawaii.edu](mailto:chulee@hawaii.edu)) or Lorri Taniguchi ([lorri@hawaii.edu](mailto:lorri@hawaii.edu)).  
Please make sure to follow up on all items needing action.

Location inspected: \_\_\_\_\_

Date \_\_\_\_\_

Inspected by: \_\_\_\_\_

	OK	Action Needed	Comments
<i>Administrative:</i>			
A. HonCC's General Safety Rules conspicuously posted.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Students trained on tasks & safety procedures.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Documents of students' training kept on file.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Material Handling:</i>			
A. Students trained in proper lifting methods.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Equipment provided for heavy or awkward loads.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Materials stored to prevent overreaching.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Housekeeping:</i>			
A. Walkways clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Students clean up as they go.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Floors:</i>			
A. Work areas and aisles kept clean and free of tripping.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Spilled materials cleaned up immediately.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Holes/damages in floor repaired or covered.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Machinery and Equipment:</i>			
A. Moving parts guarded.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Kept in safe operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Operated and inspected per mfg. instructions.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Hand Tools:</i>			
A. Always inspected before using.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Only used for intended purpose.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Damaged tool repaired or replaced promptly.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Stairs:</i>			
A. Lighting adequate.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Non-slip surface.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Handrails secure.	<input type="checkbox"/>	<input type="checkbox"/>	_____
<i>Ladders:</i>			
A. Proper type for intended use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Maintained in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Proper ladders used instead of chairs, boxes, etc.	<input type="checkbox"/>	<input type="checkbox"/>	_____



OK	Action Needed	Comments
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*First Aid & Emergency Equipment:*

- A. Fully stocked first aid kits & location posted.
- B. Emergency telephone numbers posted.
- C. At least one person trained in first aid.
- D. Emergency shower/eye wash tested monthly.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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*Emergency Action Plan:*

- A. Written; covers fire and other emergencies
- B. Communicated to all employees and students.
- C. Employees designated and trained to implement plan.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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*Fire Protection:*

- A. Fire extinguishers fully charged and accessible.
- B. Employees instructed in use of firefighting equipment.
- C. Portable fire extinguishers inspected monthly/serviced
- D. Fire extinguishers free from obstruction or blockage.
- E. Employees instructed in fire protection procedures.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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*Egress:*

- A. Exits clearly marked.
- B. Exits accessible, free from obstructions.
- C. Exit doors unlocked.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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*Electrical:*

- A. All equipment either grounded or double insulated.
- B. Extension cords not used as a substitute for permanent
- C. Electrical cords are in good conditions, not frayed/worn.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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*Personal Protective Equipment:*

- A. Written procedures on use & selection available.
- B. Proper equipment in use where needed.
- C. Properly maintained and stored.
- D. Signs posted in area where PPE are required.
- E. Employees & students trained on proper usage.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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**Incident Investigation**  
**Honolulu Community College**

Name of injured/affected:		Age:	Date of accident:	Time:
Unit: Specific location of accident:		Job Title:		How long on the job?
<b>Nature of injury and part of body:</b> _____ _____ _____ _____	<b>Severity of injury:</b> <input type="checkbox"/> Fatality <input type="checkbox"/> Lost workdays - days away from work <input type="checkbox"/> Lost workdays - days of restricted activity <input type="checkbox"/> Medical treatment <input type="checkbox"/> First aid <input type="checkbox"/> Other, specify _____		<b>Name/address of hospital and attending physician:</b> _____ _____ _____	
<b>Task/activity at time of accident:</b> _____ _____ <b>Employee was working:</b> <input type="checkbox"/> Alone <input type="checkbox"/> With co-worker <input type="checkbox"/> Other, specify _____	<b>Posture of employee:</b> _____ _____ _____		<b>Supervision at time of accident:</b> <input type="checkbox"/> Directly supervised <input type="checkbox"/> Indirectly supervised <input type="checkbox"/> Not supervised <input type="checkbox"/> Supervision not feasible	
<b>Describe how the accident occurred:</b>          				
<b>Causal Factors. Describe events and conditions that contributed to the accident.</b>          				
<b>Corrective Actions. Include what have been done and will be done to prevent recurrence.</b>          				
<b>Investigated by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____		<b>Reviewed by:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____		

**Honolulu Community College  
Safety Training Attendance Sheet**

Training Topic: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Attach a copy of the training outline/agenda

Instructor: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

---

Attendees - Please print your name and title legibly. Use additional sheets if necessary.

By signing below, I affirm that I have received and understand the content of  
the training materials presented to me.

	Print Name	Signature	Employee Title/Student ID #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

Training records for employees shall be kept for at least one year.

Students' training records shall be maintained for at least three years or as long as the students  
remain at HonCC, whichever is longer

## Appendix B: Glossary

## Glossary

**Accident:** Any unplanned event that results in personal injury or in property damage. When the personal injury requires little or no treatment, it is minor. If it results in a fatality or in a permanent total, permanent partial or temporary total disability (lost-time), it is serious. Similarly, property damage may be minor or serious. *(Source: OSHA, Accident Investigation)*

**Air monitoring:** The sampling for and measuring of atmospheric contaminants.

**HIOSH:** Hawaii Occupational Health and Safety Division, Department of Labor and Industrial Relations. The Division is responsible for educating employers and employees on workplace Health and safety, and enforcing the Hawaii occupational health and safety regulations.

**Incident:** An event that adversely affects the completion of a task. An event may or may not result in personal injury or in property damage. It may be referred to as 'near-miss' as well. Example of near-miss: an employee tripped over an electrical cord, regained her balance, and suffered no bodily harm.

**Injury (work-related):** Any harm to the body resulting from a work accident, such as a cut, fracture, sprain, amputation, burn, contusion, etc. *(Source: OSHA 300 Log)*

**Illness (work-related):** Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute (short-term) and chronic (long-term) illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact. *(Source: OSHA 300 Log)*

**Imminent Danger:** Any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated. "Serious physical harm" means that a part of the body is damaged so severely that it cannot be used or cannot be used very well. For a health hazard, there must be a reasonable expectation that toxic substances or other health hazards are present and exposure to them will shorten life or cause substantial reduction in physical or mental efficiency. The harm caused by the health hazard does not have to happen immediately. *(Source: OSHA)*

**Job Safety Analysis (JSA):** A method of studying a job by dividing it into sequential steps, identifying hazards associated with each step, and determining accident prevention measures.

**Health and Safety Coordinator:** Person designated to assist the Program Administrator in developing, implementing, and evaluating the health and safety program. The coordinator advises HonCC administration, faculty, and staff on occupational health and safety issues.

**Near-miss:** See 'Incident'.

**New Employee:** An employee who is recently hired or an employee who has been reassigned to a new position which exposes him/her to new job-related hazards.

**OSHA:** Occupational Safety and Health Administration, US Department of Labor.

**Permissible exposure limit (PEL):** The legally enforced exposure limit for a substance established by HIOSH/OSHA. It is defined as the permissible concentration of air contaminants to which nearly all workers may be repeatedly exposed eight hours a day, forty hours a week, over a working life time without adverse health effects.

**Personal protective equipment (PPE):** Devices worn by workers to protect against hazards. Examples: gloves, safety glasses, ear plugs, respirators, chemical protective suits, etc.

**Program Administrator:** Person responsible for the development, implementation, and evaluation of the health and safety program. For HCC, the Director of Administrative Services is designated as the program administrator of its health and safety program.

**Safety Liaison:** A designated safety representative from each instructional unit. The Safety Liaison works with faculty and staff members to ensure effective health and safety management.

**Standard Operating Procedure (SOP):** Job instructions describing, step-by-step, how the job is to be performed.