

Health and Safety Committee Charter

Statement of Purpose

- Maintain a health and safety program that conforms to appropriate practices of a technical occupational institute
- Ensure compliance with the requirements issued by the Hawaii Occupational Safety Health division (HIOSH).
- Assist with hazard identification, evaluation and control measures.

Operating Procedures

- Meets regularly, at least once per semester.
- When necessary, reviews results of program safety inspections to identify any needed safety procedures and practices and to track specific corrective actions.
- When necessary, reviews accident investigation reports to ensure that all causes have been identified and corrected.
- Reviews alleged hazardous conditions brought to the attention of any committee member and recommend corrective actions.
- • Committee will review their charter annually and revise as needed. Committee service is for two years.
- Extensions may be granted if a member wishes to continue after their term expires, provided the members of his/her department/cluster agree.
- • Terms are staggered (moved from Communication/Dissemination)

Authorization

Authorized by the FSEC on February 7, 1999.

Structure of the Committee

- Health and Safety Coordinator serves as the Chairperson
- Vice Chancellor of Administrative Services
- Health Nurse serves as the Secretary
- One Safety Liaison designated from each instructional unit. For a program with more than one faculty member, at least one alternate Safety Liaison shall be designated
- Ad Hoc committees may be formed to work on specific health and safety issues with the frequency of its meeting determined by the committee's members. Safety Liaisons can join an ad hoc committee voluntarily

Scope of Authority

- Although the Committee has no authority in implementing safety policies & procedures, it evaluates health/safety-related situations and provides recommendations on corrective measures.
- The Director of Administrative Services, the Health Nurse, and the Health & Safety Coordinator provide guidance and assistance to the ad hoc committee on setting objectives and planning tasks.
- Where appropriate, submits suggestions to the administration for the prevention of future incidents.
- Assists administration in the evaluation of hazards and safety suggestions submitted by

employees and students. (moved from Operational Procedures)

Meetings

- Safety Meetings are held at the beginning of each semester during the duty period, prior to the instructional period. This meeting includes discussions of current/urgent health and safety issues and a short training session on relevant safety issues.
- Communication during the semester is usually conducted electronically.
- Ad Hoc committees meet as needed to accomplish specific objectives established by the committee.

Documentation/Communication

- Most safety-related documents are maintained electronically by the Health & Safety Coordinator.
- Minutes of safety meetings, safety training documents, as well as various safety plans and procedures are distributed and posted on the HCC Intranet. .
- Program-specific safety issues are dealt with at the program level, with assistance from the faculty, staff, and division chairs.
- Agreements on recommendations are reached at the safety meeting's discussions or via electronic communication.