

## HEALTH & SAFETY MEETING

THURSDAY, JANUARY 4, 2007

BUILDING 4, ROOM 23B

10:00 A.M.

### MINUTES

**PRESENT:** Ken Kato, Chulee Grove, Lorri Taniguchi, Jane Niimoto (Recorder), Cathleen Chang for Derek Inafuku, Frank Fenlon, Femar Lee, Ray Valencia, June Higa, Brian Quinto, Mario Mediat, Bill Beck, Jerry Cerny, Mark Silliman, James Niino, Guy Shibayama, Stevn Chu, Mike Jennings, Henry Maile, Noel Alarcon, Jeff Uyeda, Paul Onomura, Tom Mikulski, Stacy Rogers, Bob Perkins, Derek Oshiro, Jeff Lane, Mike Barros, Diane Caulfield, Jesse Aki, Stella Akamine, Budd Brooks, Mike Castell, Susanne Carvalho, Joy Nagaue, Elliott Higa, Charlene Gima, Ron Takata, Steve Mandraccia, Ken Johnson, Kasey Keala Chock

**EXCUSED:** Owen Miyamoto, Danny Aiu, Rick Ziegler

**ABSENT:** Miles Nirei, Glenn Yoshimura, Norman Shimabukuro, Patrick Tamaye, Ralph Hiatt, Ken Sullivan, Donald Frost, Jim Poole, John Shen, Kerry Tanimoto

Ken Kato called the meeting to order at 10:15 a.m. and introduced Ramsey Pedersen.

Ramsey thanked everyone for attending the meeting and covered the following high priorities for safety compliance requirements:

1. Conduct safety inspections of shops, labs, and other facilities for hazards as required by HCC's Health & Safety Program (weekly for shops/labs, once a semesters for offices and classrooms).
  - For Tech 1, inspections should include ensuring that equipment and tools are in safe working condition.
  - Other important items: adequate first aid supplies, unobstructed access to emergency equipment and first aid kits, posted emergency evacuation procedures, proper use of extension cords and power strips (do not overload).
  - Off-campus programs must also follow the same safety & health requirements
2. Students must be trained on safety procedures before operating equipment/tools/machinery or before engaging potentially hazardous activities.
3. Cover the safety requirements and emergency procedures on the first day of class, make sure that students understand, and have students sign off on the safety requirements.
4. Arrange work stations to minimize ergonomic-related problems.
5. Contact Chulee Grove if needing assistance.

## **Ken Kato**

When Senator Hee visited HCC, he considered the facilities in good condition.

### **Status of R & M Projects:**

Bldg. 14:

- WELD: Replace the fan for the welding exhaust system. Install new curtains for welding booths.
- Carpentry: The mezzanine will be renovated to meet OSHA Standards.

Bldg. 7: Spalling will be repaired this summer.

Bldg. 2: Spalling will be completed within the next two (2) summers. The process takes two (2) years to complete.

Carpentry purchased table saws with a safety feature that will not cut when the operator accidentally puts his/her finger in.

Two safety-related items are included in HCCs' 2003-2007 Strategic Plan:

- Establishment of a full-time Safety Officer position
- Providing release time for the designated Safety Liaisons

A good quality extension power cord and surge protector should be purchased for good protection.

Mark Silliman – Impressed with everyone's commitment with safety on campus. Teaching students about safety is foremost and completing a Safety Checklist should be done weekly. A sample Weekly Safety Checklist prepared by Henry Maile (AMT) was passed out to everyone.

Ken Johnson – Emphasized to get students to help as part of the curriculum regarding safety practices as a requirement.

Chulee Grove informed everyone that the "generic" Safety Checklists (one for the office and one for the shop) are online.

## **Lorri Taniguchi**

Emergency Preparedness Subcommittee: This committee is comprised of volunteers have been meeting since last school year. HCC has been known to be able to "build and run a city". With that in mind, we are fortunate to have so many talented individuals not only in our technical-occupational fields but also in other areas who have had direct experience or interest in preparing HCC in dealing with various types of emergencies. We especially welcome anyone who would like to join the committee to share their expertise. A major goal for the committee this year is to revise and tailor our current HCC Emergency Action Plan into something that we are confident that will work in an emergency. Everyone is welcome to attend the next committee meeting on 1/26/07, 1:30 p.m. at the Firehouse.

A brown bag lunch session on "Personal Emergency Kits" coordinated by Sheryl Legaspi is being tentatively planned for 1/31/07. More details to follow. The subcommittee recommends that all employees have their own personal emergency kits at their desks/workplace that are readily available in case of an emergency or need for evacuation.

A tabletop training and exercise for key individuals involved in responding to emergencies is targeted for April 2007. This will help us to assess the effectiveness of our emergency plans.

First Aid Kit refill sheets are available online (Health Office website) or you may call the Health Office for a refill sheet. Once completed, refill sheets should be sent to the Health Office for processing.

### **Chulee Grove**

Chulee passed out a Questionnaire requesting for input on which health and safety items should be posted on HCC's Internet. She clarified that for accident and hazard reporting, only the forms would be posted, not the actual reports which could contain confidential information.

Emergency Preparedness Training was provided and a copy of the training will be posted on the Intranet.

### **Comments:**

Bill Becker inquired as to whether there are any guidelines for children on campus. Ken Kato will contact UH Risk Management Office regarding any policies. Joy Nagaue suggested to include it in the syllabus.

The meeting was adjourned at 11:00 a.m.