

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 HCC.

1. Instructors shall 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 shall communicate the fire safety 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. All health and safety training must be documented. Students must sign an acknowledgment of safety rules, and pass a written test covering general and specific safety rules. The training documents shall be kept for at least three years or as long as the students remain at HCC, 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, shall be posted at the locations of activities. The requirement to use personal protective equipment, for example, safety glasses, gloves, ear plugs, must be posted at the locations as well.
7. A thorough health and safety inspection of all campus facilities 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 Safety Liaisons at least once for each semester. The inspection report 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 shall not distribute topical ointment or internally-taken medicine, including pain killers such as aspirin, ibuprofen, or acetaminophen. 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.