

HONOLULU COMMUNITY COLLEGE

HEALTH AND SAFETY PROGRAM

SEPTEMBER 2005

Honolulu Community College

Health and Safety Program

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HONOLULU COMMUNITY COLLEGE

STATEMENT OF SAFETY POLICY

The Honolulu Community College (HCC) is committed to provide a safe workplace and educational environment for employees, students, and visitors. HCC will maintain a Health and Safety Program 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).

HCC 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 HCC.

The goals of the Health and Safety Program:

- 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

Ramsey Pedersen
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 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.

HONOLULU COMMUNITY COLLEGE

HEALTH AND SAFETY PROGRAM

RESPONSIBILITY AND ACCOUNTABILITY

Program Administrator

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

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

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

The responsibilities of the Program Administrator include:

- Maintaining and updating the Health and Safety Program to ensure its compliance with HIOSH standards.
- Monitoring the safety performance of HCC to evaluate the effectiveness of the Health and Safety Program 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 HCC 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 correction and control.
- 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 all instructional units during HIOSH compliance inspections and follow-up activities.
- Assisting in the evaluation of shop/lab health and safety rules/programs.
- Assisting 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 Program 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 all 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 alleged hazardous conditions brought to the attention of 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 his 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 the Health and Safety Program and ensures that adequate resources are available to maintain an effective Health and Safety Program for HCC.

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 month.
- 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 the HCC Health and Safety Program and activities of the Health and Safety Committee.

Faculty and Instructional Staff Members

Faculty and instructional staff members are key individuals in the implementation of the HCC 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 HCC health and safety policies and rules.
- Regularly communicate with the Safety Liaison on current HCC health and safety issues.
- Ensure that students are informed of the fire and emergency procedures.
- Train and educate students in work methods and techniques which are free from recognized hazards.
- Ensure that appropriate 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 HCC, 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 detected in the monitoring or report such hazards to the Division Chair or to the 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 cause.

Support Staff Members

Members of the support staff are required to follow the HCC 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 HCC students shall:

- Follow the HCC 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 will be recognized as specified in HCC's Safety Recognition Program. This includes verbal recognition, positive performance evaluation, rewards, and other safety incentives.

Training.

All HCC employees must complete health and safety training as required by HCC 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 issues 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 HCC, whichever is longer.

Enforcement Policy.

All employees and students are expected to comply with HCC health and safety requirements. Failure to comply with rules and procedures as outlined in the Health and Safety Program 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 Program. 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 the following:

- A copy of Employees' Health and Safety Manual for each employee. Employees are expected to become familiar with the content of the Manual.
- Content of HCC Health and Safety Program.
- The "General Health and Safety Rules" and safe work procedures specific to the job.
- Hazards associated with the job and protection 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. An example of training document is included in Appendix A.

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 HCC 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 HCC 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:

- Incidents with injuries and/or illnesses, use "UH Form 29, Accident, Injury, and Illness Report"
- Incidents involving assault, harassment, property damage/vandalism, missing article/property and other security-related incidents, use the "HCC Incident Report" form
- Unsafe conditions, use the "Hazard Report" form.

These forms are included in Appendix A.

All 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.

An accident involving hospitalization of three or more employees, or involving an employee's death, must be reported to the Hawaii Occupational Health and Safety Division (586-9102) as soon as possible, but within eight hours of knowledge of the incident. ***Report the incident to the Vice Chancellor of Administrative Services immediately.***

Health and Safety Committee.

The Safety Liaisons, as members of the Health and Safety Committee, have the responsibility of informing all personnel within their academic 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 HCC 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:

- HCC's "General Health and Safety Rules"
- Emergency Procedures and Emergency Evacuation Route
- 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 announcement as instructed by the Vice Chancellor of Administrative Services.

HAZARD IDENTIFICATION AND EVALUATION

Accident Trend Analysis.

The Program 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 HCC.

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

Safety Inspection.

A thorough health and safety inspection of all HCC 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 are 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 Program Administrator, with the assistance of the Health and Safety Coordinator, shall ensure that HCC is in compliance with the current HIOSH regulations.

HAZARD CORRECTION

Correction Procedures.

Faculty and staff members observing any hazardous condition, should initiate the corrective action as quickly as possible. Correct unsafe behavior 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; barricading areas that have chemical spills or other hazards and take appropriate action to remove the hazard.

Document corrective actions, including projected and actual completion dates. When outside assistance is needed, immediately contact the Division Chair. An example of hazard correction record is included in Appendix A.

Imminent Danger.

Conditions posing immediate danger of serious harm or bodily injury to Personnel 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.

Please refer to “Hazard and Incident Reporting” procedures 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 HCC, whichever is longer.

HCC Health and Safety Program, 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 complete the "Safety Training for Safety Liaisons." This training is designed to aid the Liaisons in understanding and performing their safety responsibilities effectively.

The training topics include:

- Costs of accidents and basics of accident prevention.
- Content of HCC Health and Safety Program.
- 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 Program Administrator, is responsible for developing the training program and for conducting the training. Training records of Safety Liaisons shall be maintained by the Health and Safety Coordinator for at least one year.

HAZARD-SPECIFIC HEALTH AND SAFETY PROGRAMS

Many occupational hazards require specific health and safety plans. Hazard-specific written 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 Program Administrator shall ensure that all documents related to the Health and Safety Program 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
- Safety Meeting
- Report of Hazardous Condition
- Job Safety Analysis
- Safety Inspection Report
- Hazard Correction
- Incident Investigation
- Minutes of the Health and Safety Committee meetings

Hazard-specific health and safety programs 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.

PROGRAM REVIEW AND UPDATE

The Program Administrator, with the assistance of the Health and Safety Coordinator, conducts periodic reviews of the Health and Safety Program to ensure its compliance with HIOSH regulations and standards. The Health and Safety Program 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.

The Program shall be evaluated at least annually. The annual report of the Program's strength and areas needing improvement shall be submitted to the Chancellor and to the Health and Safety Committee.

The evaluation of the Program shall include:

- Reviewing the content of the Program to ensure its compliance with HIOSH regulations and standards.
- Reviewing requirements for Hazard-Specific Health and Safety Programs for each operational unit.
- Assessing whether all elements of the Program 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.
- Analyzing quantitative information to determine the levels of success, for example, recordable incident rate, lost work day incident rate, accident cost per manhour, accident cost for each unit, etc.