

## Honolulu Community College

### Safety Responsibilities for 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.