

Honolulu Community College
Health and Safety Policy

Health & Safety Responsibilities for Faculty and Instructional Staff Members

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

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Health & Safety Responsibilities for Support Staff Members

Members of the support staff are required to follow the HONCC 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.

Health & Safety Responsibilities for 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.