

Honolulu Community College
Health and Safety Policy

Health & Safety Responsibilities for 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 semester.
- 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 HonCC's health and safety management efforts and Health and Safety Committee's activities.**