

Health and Safety Committee Charter

Statement of Purpose

- Maintain a health and safety program that conforms to appropriate practices of a technical occupational institute.
- Ensure compliance with the requirements prescribed by the Hawaii Occupational Safety Health Division (HIOSH).
- Assist with hazard identification, communication, evaluation, and control, as well as emergency planning.

Operating Procedures

- Meets regularly, at least once per semester. Minutes of each meeting, including records of health and safety issues discussed, are to be accessible to all employees and be kept for one year.
- When necessary, reviews results of program safety inspections to identify any needed safety procedures and practices and to track specific corrective actions.
- When necessary, reviews accident investigation reports to ensure that all causes have been identified and corrected.
- Reviews alleged hazardous conditions brought to the attention of any committee member and recommends corrective actions.
- Reviews the charter annually and revises it as needed.
- The Committee service is for two years and terms are staggered. Extension may be granted if a member wishes to continue after his/her term expires, provided the members of his/her department/cluster agree.

Authorization

Authorized by the FSEC on February 7, 1999.

Structure of the Committee

- Health and Safety Coordinator serves as the Chairperson
- Health Nurse serves as the Secretary
- Vice Chancellor of Administrative Services
- One Safety Liaison designated from each instructional unit. For a program with more than one faculty member, at least one alternate Safety Liaison is designated.
- Ad Hoc committees may be formed to work on specific health and safety issues with the frequency of its meetings determined by the committee's members. Personnel and students can join an ad hoc committee voluntarily.

Scope of Authority

- Although the Committee has no authority in implementing safety policies & procedures, it evaluates hazardous conditions and provides recommendations on corrective measures.
- The Vice Chancellor of Administrative Services, the Health Nurse, and the Health & Safety Coordinator provide guidance on setting objectives and planning tasks.
- Where appropriate, submits suggestions to the administration for the prevention of future accidents and emergency planning purposes.
- Assists the administration in the evaluation of hazards and safety suggestions submitted by employees and students.

Meetings

- Safety Meeting s are held at the beginning of each semester during the duty week prior to the instructional period. The meeting includes discussions of current/urgent health and safety issues and a short training session on relevant safety issues.
- Communication during the semester is usually conducted electronically.
- Ad Hoc committees meet as needed to accomplish specific objectives established by the committee.

Documentation/Communication

- Most safety-related documents are maintained electronically by the Health & Safety Coordinator.
- Minutes of the safety meetings, safety training documents, as well as various safety plans & procedures are posted on HCC Intranet.
- Program-specific safety issues are dealt with at the program level, with assistance from the faculty members, staff, and division chairs.
- Safety related issues and possible solutions are discussed at the safety meeting's discussions or via electronic communication.