

END OF YEAR REPORT
HEALTH AND SAFETY COMMITTEE
FEBRUARY 20, 2008

Co-Chairs: Chulee C. Grove
Lorri Taniguchi

Members: All Safety Liaisons (Attachment I). Each academic program designates a Safety Liaison, and if possible, an alternate.

Meetings

- § The Health and Safety Committee meets once each semester during the duty period prior to the beginning of instruction. The meeting is regularly scheduled on the day before the General College Meeting. Communication among members during the semester is conducted via email. Meeting minutes, handouts and training materials, other related documents are posted on the Intranet.
- § The Committee met twice during the 2007 academic year, one on August 16, 2007 and another on January 10, 2008.
- § In addition to the meetings of Safety Liaisons each semester, the Vice Chancellor of Administrative Affairs, Health Nurse, and Health & Safety Coordinator met monthly to discuss and act on specific safety issues.
- § There are two sub-committees within the Health and Safety Committee: Emergency Planning and Health & Wellness.

Emergency Planning Subcommittee

Chairpersons: Lorri Taniguchi, June Higa (retired December 2007), James Niino

Membership: See Attachment II

Meeting dates: 12/11/07, 1/31/08.

Additional scheduled Spring 2008 meetings: 3/5, 4/3, 5/15.

Health & Wellness Subcommittee

Chairpersons: Lianne Nagano, Kyle Higa

Membership: See Attachment III

Meeting dates: 2/7/07, 4/10/07, 8/8/07, 8/31/07, 1/25/08, 2/8/08.

Additional scheduled Spring 2008 meetings will be scheduled.

Accomplishments

- § Providing two safety training sessions for the members of the Health & Safety Committee, by Chulee Grove and Lorri Taniguchi
 - 1) Table-top exercise: Responding to a potential violence while in class
 - 2) Emergency action and use of portable fire extinguisher
- § Conducting walk-through safety surveys of the main campus by Ken Kato, Lorri Taniguchi, and Chulee Grove. See Attachment IV for the summary of findings and recommendations. Hazards corrected before December 2007 are not included in the report.
- § Developing procedures and designate responsibilities for monthly inspections of portable fire extinguishers

- § Continuing to develop HCC's Emergency Action Plan and standard operating procedures (SOP) for emergency operations – continued from previous year.
- § Continuing to develop HCC's Emergency Management Team (EMT), including defining roles and responsibilities of each responder.
- § Developing various procedures and documents on emergency preparedness.
- § Meeting with the Chancellor and Executive Staff on the roles and responsibilities of administrative personnel during an emergency.
- § Coordinating and facilitating various workshops to promote health and wellness. Topics include healthy lifestyles and stress reduction.
- § Coordinating and facilitating activities for the afternoon of WILD.

Continuing Projects

- § Implement HCC's Health and Safety Program
- § Improve HCC's emergency preparedness, including finalizing SOP for emergency preparedness and response, conducting training and drill exercises for members of EMT, obtaining emergency equipment
- § Train Safety Liaisons on relevant safety issues
- § Continue work on developing on-line MSDS database to include all chemicals used and stored at HCC
- § Develop contents for the Committee's webpage on the Intranet.

Recommendations

Activity	Responsible Persons
1. Provide the designated Safety Liaisons with 1-3 credit assigned time to better perform their safety responsibilities as listed in HCC's Health and Safety Program	Administrators
2. Attend the Safety Meeting (once a semester during the duty period prior to the beginning of instruction).	Deans and Directors
3. Attend the Emergency Planning Subcommittee's meetings to provide input on emergency preparedness/response, and post-incident recovery	Deans and Directors
4. Ensure that faculty/staff perform their safety duties as prescribed by HCC's Health and Safety Program. These duties include identifying & correcting hazards, including safety as part of the curriculum, enforcing safety rules during class, etc.	Deans and Directors
5. Provide active leadership in improving safety and health of personnel and students.	Administrators

ATTACHMENT II: EMERGENCY PLANNING SUBCOMMITTEE

Fall 2007 - Spring 2008

Chairpersons: June Higa (retired December 2007)
James Niino
Lorri Taniguchi

Members: Jess Aki
Gregory Burgess
Kimberley Gallant
Janet Garcia
Chulee Grove
Nick Harris
Libby Jakubowski
Ken Kato
Chris Kuahine
Emily Kukulies
April McConnell
Zane Nedbalek
Ivan Nitta
William Lau (CSC/ Library/MIR)
William Lau (Welding)
Brian Quinto
Scott Rhode
Wayne Sunahara
Jeff Uyeda
Ray Valencia

Guests: Stella Akamine
Jon Blumhardt
Steven Chu
Lianne Nagano
Guy Shibayama

ATTACHMENT III: HEALTH & WELLNESS SUBCOMMITTEE

Fall 2007 - Spring 2008

Chairpersons: Kyle Higa
Lianne Nagano

Members: Danny Aiu
Connie Balanay
Chulee Grove
Christine Hacskaylo
Clara Iwata
Libby Jakubowski
Kathy Langaman
Femar Lee
Nadine Leong-Kurio
Charles Miller
Ina Miller-Cabasug
Earl Nakahara
Guy Shibayama
Wayne Sunahara
Varouny Sybounmy
Lorri Taniguchi

ATTACHMENT IV: Summary of the Safety Walk-through Surveys, 2007

Notes: The surveys were conducted by Ken Kato, Lorri Taniguchi, and Chulee Grove. Only items that need actions are listed in this report, items corrected/resolved are not included.

Survey Date: February 14, 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
Bldg 13	<p>Diamond Head exit locked after 4:30 pm for security reasons, occupants may be trapped if attempting to use the exit during an emergency</p> <p>Unmarked exits, evacuation routes not posted</p> <p>Only one emergency exit is available for Apprentice students using the Ewa/Mauka classroom in the evening. This door opens inward. In addition, the evacuation route is not accessible to persons in wheelchairs.</p>	<p>Install panic bars to the exit doors. In the mean time, post signs on the exit door (in & outside) stating that the door is locked after 4:30 pm and that occupants must use the Ewa exit. Install self-luminescent exit signs above exit doors.</p> <p>Post evacuation routes in labs, classrooms, and offices. Post arrows in the direction of the exit where appropriate.</p> <p>Reinstall the door to open outward; improve exit route to ensure accessibility; post a sign (on the the inside of the door connecting to the main area of Bldg 13) informing the Apprentice students that no access to bldg 13 is allowed during class; post exit and "not an exit" signs in appropriate locations. Post evacuation route maps.</p>	<p>Ken Kato: Investigate improvement options. Panic bars are to be installed within one year. Seek funds to install appropriate exit signs for all HCC buildings. Set priorities and time line for installations.</p> <p>Mike Castell: Post signs on the Diamond Head exit door, Apprentice classroom; post emergency evacuation route maps in labs, classrooms, and offices; post "Exit"/"Not an Exit" signs and arrows.</p>

Survey Date: February 14, 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
Bldg 14	<p>Leaky roof in WELD & RAC storage</p> <p>Damaged welding booth partitions</p> <p>Inadequate housekeeping in dust control room, posing a fire hazard</p> <p>Inadequate housekeeping in storage area near RAC</p> <p>Unmarked exit and non-exit doors</p> <p>Fire doors are kept open</p>	<p>Repair ceiling in WELD & RAC. In WELD, at least two areas were identified: above a corner welding booth and toward the center of the shop, near a ceiling light (visible hole on ceiling)</p> <p>Replace damaged welding booth partitions</p> <p>Regularly clean the dust control room</p> <p>Install a fire sprinkler in the dust control room</p> <p>Repair the compressor</p> <p>Continue to clean the storage area near RAC. Dispose of unused items.</p> <p>Repair leaky roof above RAC storage area (air conditioning drips from above)</p> <p>Post “Not an Exit” signs on doors that can be mistakenly identified as emergency exits.</p> <p>Keep all fire doors closed</p>	<p>Ken Kato: Focus on improving Bldg 14 in Spring 2008, including replacing compressor, repairing roof, replacing exhaust fans (general ventilation system only), further investigating efficiency of welding booths and ensuring that the booths provide adequate exhaust ventilation.</p> <p>Mark Silliman/James Niino: Ensure that fire doors are kept closed at all times</p> <p>Jeff Uyeda, Derek Oshiro, Jeff Lane: Post “Exit” and “Not an Exit” signs</p> <p>Derek Oshiro/James Niino: Clean storage area near RAC</p> <p>Jeff Uyeda: Regularly clean the dust control room</p>
Bldg 27	<p>Improper installations in 1st floor men’s restroom</p> <p>Obstructed access to fire extinguisher in FASHION, 2nd floor</p>	<p>1st floor men’s restroom: Relocate handle bar, remove toilet seat cover, remove items from ceiling</p> <p>Move table blocking fire extinguisher in FASHION, 2nd floor</p>	<p>Ken Kato: Request contractor to correct conditions</p> <p>Joy Nagaue: Remove table. Ensure access to emergency equipment (36” around equipment) and emergency evacuation routes (28” minimum)</p>

Survey Date: March 14, 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
Bldg 3	<p>Potential exposures to chemicals and non compliance with the Hazard Communication standard. Some MSDSs in the binder are printed in the 1980's and 1990's. No MSDS binders in the wooden MSDS labeled cabinets (closer to Bldg 7 part of shop).</p> <p>Blocked access to emergency equipment and evacuation routes</p> <p>Improper storage of compressed gas cylinders</p> <p>Unmarked exits</p> <p>Tripping hazards</p> <p>Emergency shower/eyewash maintenance</p> <p>Noise exposure</p> <p>Potential exposure to parasites from feral cats. Feral cats may be infected with a parasite called <i>Toxoplasma</i>, which can be spread through their feces. The parasite can cause severe damage to the brain, eyes, and other organs.</p>	<p>Update MSDSs; ensure that MSDS are available in designated locations; maintain current inventory of all chemicals used and stored. Provide the written inventory to the Vice Chancellor of Administrative Services semi-annually (Hazardous Materials Inventory report).</p> <p>Remove items blocking the fire hose near the Mauka entrance.</p> <p>Secure compressed gas cylinders (outside near parking lot and entrance). Cylinders must be stored in an upright position. Dispose of cylinders that are no longer useable.</p> <p>Post the "Exit" sign above the exit door in the Mauka classroom. Relocate the TV cart to ensure that the exit door and route are not obstructed.</p> <p>Use electrical cord protector to prevent tripping, for example when connecting the scale (next to paint room) to the power cord.</p> <p>Flush the emergency shower/eye wash units once a week to ensure the proper function & document the testing.</p> <p>Provide students with ear plugs when operating equipment with loud noises</p> <p>Remove cat feeders and litter tray. Post "Please do not feed the cats" signs on the outside of ABRP shop (Mauka).</p>	<p>Steve Chu: All listed items.</p> <p>Patrick Tamaye: Ensure that ETC personnel do not feed feral cats.</p>

Survey Date: March 14, 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
Bldg 3 (cont)	First aid kit maintenance; Diamond Head first aid kit is full with items issued a while ago.	Clean inside of first aid kits of dust and dirt and check items periodically. If not frequently used, consider relocating kit to a more appropriate area.	
Bldg 4	<p>Exit signs missing light bulbs</p> <p>Mauka exit doors are difficult to push open; items stored in the hallway between the inner and outer exit doors blocking evacuation route; inner exit door has a thumb lock allowing door to be locked</p> <p>Improper storage of a chemical</p> <p>Power outlet in shower room can be exposed to water</p> <p>Maintenance of emergency lighting systems</p> <p>Service counter in the Apprentice Office is too high for persons in wheelchairs</p>	<p>Replace light bulbs for the "Exit" signs above the Makai and Mauka doors.</p> <p>Mauka exit: Replace or repair the inner and outer doors; remove all items stored in the hallway between the inner and outer exit doors; remove thumb lock from the inner exit door; replace light bulb for the "Exit" sign above the outer exit door</p> <p>Dispose of a rusty can of adhesive in the outside storage area</p> <p>Remove the power outlet from the shower room.</p> <p>Request O & M to regularly maintain the emergency lighting systems for all buildings to ensure that they will provide illumination automatically in the event of any interruption of normal lighting.</p> <p>Explore options for disability access such as adjustable height rolling table or pull up/out shelf for writing surface. Make changes to ensure accessibility.</p>	<p>Chulee Grove: Submit maintenance requests for all items listed (12/7/07)</p> <p>Ken Kato: Follow-up with O & M supervisor on status of corrective actions; ensure that O & M personnel properly maintain the emergency lighting systems for all buildings</p> <p>James Niino: Modify counter to ensure that it meets ADA's criteria for accessibility</p>

Bldg 2. Survey Date: September 12 , 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
1 st Floor Mechanical Room	Observed Honeywell two-man crew installing a 400-lb pump, using a hydraulic hoist. Door was left open during the operation.	Review Honeywell's and contractors' written work procedures to ensure its compliance with HIOSH standards; inform Honeywell and other contractors working on campus about the College's emergency procedures; keep records of all safety communications with outside contractors.	Ken Kato: Ensure that contractors are in compliance with HIOSH standards.
1 st Floor Ewa Stairwell	Orange flat bed moving cart parked blocking fire exit doors	Remove cart	Ken Kato
2 nd Floor	Missing room numbers on some rooms (201 for 3 doors, 214, large closet between office and 214, ECE main office door).	Install old or new room number plaques.	Ken Kato
3 rd Floor Hallway Lockers	Lockers have student names and class and class descriptions taped to locker. Possible non-compliance with FERPA.	Recommend department to check with registrar to ensure privacy and compliance of FERPA guidelines in using existing information taped to lockers.	Gary Boydell
3 rd Floor Rm 327	Computer monitors and supplies stored along the entry way	Remove and dispose of items no longer needed	Budd Brooks
3 rd Floor Hallway near Rm 316	Food cart in the hallway near blocking the fire hose. Coffee maker plugged into an extension cord.	Avoid leaving food cart along the emergency escape route Heat-producing appliances must be directly connected to the wall electrical outlets to avoid overloading and creating a fire hazard.	Budd Brooks

Bldg 2 (cont). Survey Date: September 12, 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
4 th Floor Computer Lab	Outdated emergency poster	Replace poster. Current posters are available from the Health Office.	Lorri Taniguchi
4 th Floor Hallway near Rm 401	Green lockers with no names, one was used for canned food storage. Approximately ½ of lockers used (25 with locks). Student Life and Computer Lab deny that these are their lockers.	Check who owns lockers. Keep records of lockers' users. Place name of users on the lockers. Empty lockers at least each semester.	Ken Kato: Contact Emily Kukulies to resolve issues
4 th Floor Diamond Head Exit	Long aluminum piece stored on landing.	Remove and discard aluminum piece to not be a potential hazard.	Ken Kato
5 th Floor Room 503	Obstructed emergency exit	Remove obstructions. Evacuation route and exits must be kept clear.	Mario Mediati
5 th Floor Mauka Area	Intercom system does not have sign on to say that it is not operational.	Replace label (all others have) that intercom is not operational.	Lorri Taniguchi
5 th Floor Lobby near Restrooms	Water fountain (lower one) is not draining with water collecting.	Inform Maintenance and have them check water fountain.	Ken Kato

Bldg 2 (cont). Survey Date: September 12, 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
6 th Floor Elevator Room	Recent fire might have been caused by sparks from the moving cable and filter debris (cable cover)	<p>Check with Shindler to confirm the cause of fire and provide means to prevent future incidents</p> <p>Require a buddy system for O & M working inside the room</p> <p>Provide communication means to O&M crew working in isolated areas</p> <p>Train O & M crew on workplace hazards, accident prevention, and emergency procedures.</p>	<p>Ken Kato, Lorri Taniguchi, Chulee Grove: Consult with Glenn Yoshimura on the needs for SOPs, safety training and communication means.</p> <p>Ken Kato: Provide necessary communication equipment; ensure that contractors follow safe work procedures</p> <p>Chulee Grove: Develop safety training plans for O& M personnel and conduct training as needed.</p>
6 th Floor Lobby near Restrooms	Water fountain (lower one) is not draining well.	Inform Maintenance and have them check water fountain.	Ken Kato
6 th Floor Ewa Side	No sign on intercom that it is not operational.	Replace label (all others have) that intercom is not operational.	Lorri Taniguchi
6 th Floor Mauka Fire Exit	Landing area had bird droppings	Clean the area.	Ken Kato
6 ½ Floor Landing	Cracks on Diamond Head/Makai wall with paint bubbling and chipping off wall. Paint bubbling near and around ceiling by pipe that goes across ceiling.	Investigate if repairs are needed	Ken Kato

Bldg 2 (cont). Survey Date: September 12, 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
Rooftop	Fixed ladder used by EMC and maintenance personnel Exit door missing light bulb Loose electrical and computer wires exposed to elements.	Require a buddy system for personnel working on the rooftop Provide communication means to personnel working in isolated areas Train O & M crew on ladder use and emergency procedures Replace light Secure wires and prevent exposure	Ken Kato: Work with EMC Director to ensure personnel safety and appropriate work procedures including building modifications; provide necessary communication equipment to O& M personnel. Chulee Grove: Develop safety training plans for O& M personnel and conduct training as needed.
All Floors Mechanical Rooms	Potential confined space hazards include limited workspace, low light, noise, atmospheric hazards, and emergency situations.	Require written safety procedures from contractors Inform contractors working on campus about the College's emergency procedures. Keep records of all safety communications with outside contractors.	Ken Kato

Bldg 7. Survey Date: October 24 , 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
All floors Mechanical Rooms	Noise, inadequate lighting, confined space, emergency response, use of area for storage of air conditioning filters, some air conditioning filters are placed with air flow directional placement arrows in wrong direction.	<p>Observe contractor's operation during maintenance/repair works. Review its written work procedures to ensure HIOSH compliance.</p> <p>Ensure that O&M employees are adequately trained on hazards, controls measures, and emergency procedures.</p> <p>Ensure that a buddy system is used when performing work.</p> <p>Provide means of communication while working in the room.</p> <p>Regularly inspect areas to ensure that chemicals are labeled and MSDSs are available</p> <p>Ensure that contractors working on campus are aware of the College's emergency procedures.</p> <p>Minimize use of mechanical room of storage of items</p>	<p>Ken Kato: Ensure that contractor is in compliance with HIOSH standards, aware of HCC safety requirements, and correctly install filters; provide necessary communication equipment.</p> <p>Ken Kato, Lorri Taniguchi, Chulee Grove: Consult with Glenn Yoshimura on the needs for SOPs, safety training and communication means.</p> <p>Chulee Grove: Develop safety training plans for O& M personnel and conduct the needed training</p>
1 st Floor Diamond Head Stairwell	Cigarette butts and rubbish littering bottom steps/floor. Grocery cart stored under steps.	<p>Remove grocery cart.</p> <p>Remove rubbish from stairwell.</p>	Ken Kato
2 nd Floor	Floor tile lifted near Diamond Head fire exit door, currently taped down.	Repair or replace tile	Ken Kato
3 rd Floor Main Stairway	Sticker on No Smoking Sign	Remove sticker if possible.	Ken Kato

Bldg 7 (cont). Survey Date: October 24, 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
3 rd Floor	Cover glass plate for the fire hose cabinet near elevator is broken	Replace glass.	Ken Kato
Rm 305	Concern of exposure to uncovered acoustical materials	Identify contents of acoustical materials Remove materials or relocate employees. This room is not designed as an office space Ensure that employees are aware of health effects including irritation and allergic reactions	Ken Kato
Rm 308	Noise and acoustical materials	Unless noise control is feasible, relocate employee. This room is not designed as an office space.	Ken Kato
3 rd Floor Restrooms	Bathrooms not clean (like 6 th floor). Smells and has soiled sanitary napkins in bins that might be attributing to odor. Toilet tissue being placed in large opening/space for privacy due shifting alignment of stalls.	Inform Janitor. Possible adjustment of doors to minimize space problem or other remedy to provide privacy.	Ken Kato
3 rd Floor Diamond Head Stairs	Metal non-skid piece on 2nd step from bottom from 3 rd floor landing lifting off and is a tripping hazard. Reported that student asst recently tripped on step.	Anchor metal piece to flatten/straighten.	Ken Kato
Elevators, 3 ½ & 5 ½	Elevators not cleaned with gum tacked on walls; corners and floor dirty. Walls not wiped.	Periodically clean elevators.	Ken Kato

Bldg 7 (cont). Survey Date: October 24, 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
3 rd Floor TV Studio	<p>Metal multiple receptacle box used as portable outlet box</p> <p>Tripping hazards from cables/cords</p> <p>Blocked access to electrical panel</p> <p>Potential heat/fire hazards from dimming unit covered with dampening materials</p>	<p>Remove receptacle box and any temporary wiring used on a long-term basis. Electrical conduit boxes are designed to be mounted on a wall or other surfaces. Temporary wiring is not to be used as a substitute to permanent wiring.</p> <p>Visually inspect all flexible cords/cables for damages. Tapes left on cords/cables hide defects and impede inspection. Remove tapes before inspections. Extension cords are for temporary use. Install permanent wiring when use is no longer temporary. Prevent potential tripping hazards caused by electrical cord on the floor.</p> <p>Ensure that exit route is free of obstruction</p> <p>Further investigate the dimmer unit on its use and potential fire hazards</p> <p>Provide appropriate portable fire extinguisher. Provide training on fire extinguisher use if needed.</p>	<p>Ray Valencia: Ensure continuing compliance</p> <p>Glenn Yoshimura: Provide appropriate portable fire extinguisher</p> <p><i>Notes:</i> Per 11/1/07 Email, Greg Gruwell ensured that all observed electrical hazards had been corrected.</p> <p>Fire extinguisher training is scheduled for January 10, 2008</p>
4 th floor Restroom	<p>Janitor Room with a written request that toilet paper and paper towels be refilled in restrooms. Restrooms are not adequately clean.</p>	<p>(Ken telephoned Janitor supervisor to request immediate services.)</p>	<p>Ken Kato: Ensure that O & M personnel provide appropriate services</p>

Bldg 7 (cont). Survey Date: October 24, 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
4 th Floor Native Hawaiian Center	Items placed in hallway including canoe display case, and computer room sign. Lockers and bulletin board stored in front of an Exit.	Relocate items to provide an evacuation path free of obstruction.	Keala Chock
4 th Floor Waianae Exit	Refrigerator is left on the landing	Remove refrigerator. Storage is not allowed in exit stairwells or landing areas.	Ken Kato
Classroom 401	Verbal report: No fire alarm in classroom due to room partition, alarm is in office only	Install a new fire alarm for classroom	Ken Kato
5 th Floor Hall from main stairwell to classes	Water stains coming from ceiling onto wall running along Diamond Head/Mauka set of windows. Ceiling tiles stained. Missing metal plate exposing 2-3" square hole on side of floor.	Check and remedy problem if possible.	Ken Kato
5 th Floor	Scum around drain of water fountains by restroom and Rm 532	Ask janitors to clean fountain and drain area.	Ken Kato
Rm 505	Mold on ceiling tile (Diamond Head side of room in the middle section)	Remove and replace ceiling tile.	Ken Kato
5 th Floor Hallway	Penciled graffiti and marks on wall opposite Ewa Fire exit door.	Clean and remove graffiti or paint.	Ken Kato
6 th Floor Faculty Room	Blocked access to first aid kit, first aid kit needs to be replenished	Remove items Regularly inspect kit and replenish as needed	Rick Ziegler

Bldg 7 (cont). Survey Date: October 24 , 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
6 th Floor Restrooms	Bathroom/Toilets messy with pieces of toilet paper strewn about in each stall. Sanitary napkin rubbish containers with soiled items. Dirty and dusty tile walls and toilets. Smells and has soiled sanitary napkins in bins that might be attributing to odor.	Inform janitors	Ken Kato
6 th Floor Hall from main stairwell to classes	Water stains coming from ceiling onto wall running along Diamond Head/Mauka set of windows. Ceiling tiles stained.	Check and remedy problem if possible.	Ken Kato
Rm 633	Reported by Pat Patterson that windows open when pushed against. There may be others on floor that do the same thing.	Check and fix window.	Ken Kato
Rooftop Old Elevator Room	Unguarded moving parts, noise, housekeeping, confined space, uncovered elevator panels, leaks from hoist assembly	Observe contractor's operation during maintenance/repair works. Review its written work procedures to ensure HIOSH compliance. Check with contractor on providing guards for moving parts and open elevator panels. These may be potential exposures for O&M employees. Dispose of bolts and nuts on the floor near the new elevator room Prevent leaks from hoist assembly	Ken Kato: Work through Glenn Yoshimura to ensure contractors' compliance and appropriate work procedures and housekeeping.

Bldg 7 (cont). Survey Date: October 24, 2007			
Location	Hazards	Recommendations	Safety Liaison(s)
Rooftop	Dangling wires not anchored around rooftop.	Inform Nextel to anchor wires running around perimeter of roof to Nextel room.	Ken Kato
<p><i>Notes</i> - Tentative plans to improve Bldg 7:</p> <ol style="list-style-type: none"> 1. Re-roofing in summer 2008. Antenna base will be removed prior to roofing. 1. Change and upgrade main elevators, possibly erecting new tower to provide floor-to-floor service 3. Replace air handlers in 2-3 years 			

All Safety Liaisons:

- Replace the older emergency with the new one.
- Inspect the kit for missing and expired items. Request new items using the checklist included in the kit. Submit the request to Lorri Taniguchi.
- Keep areas around the first aid kits and fire extinguisher free of obstruction

Ken Kato, Lorri Taniguchi, and Chulee Grove:

- Develop procedures regarding students' lockers: users' eligibility, items not allowed to store in lockers, conditions that lockers will be open without users' consents; recordkeeping to include users' names & contact information; lockers must be cleared at end of each semester and students must reapply at the beginning of each semester.

Ken Kato:

- Provide support to an AEC faculty member to create maps of evacuation routes for all buildings.