

MID-YEAR REPORT
HEALTH AND SAFETY COMMITTEE

Chair: Chulee C. Grove

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

Meeting

- § The Health and Safety Committee is the largest committee at HCC. It consists of approximately 30 Safety Liaisons from all programs. Because of its size, it is not possible to schedule frequent meetings during the instructional period. The Committee meets once per semester during the duty period, prior to the beginning of instruction. The meeting is scheduled immediately after the General College Meeting to ensure the attendance from all Liaisons.
- § Communication among members during the semester, when necessary, are conducted through the Intranet.
- § Last meeting: August 17, 2005. Meetings' minutes are posted at <http://honolulu.hawaii.edu/intranet/committees/hsc/index.html>.

Ad Hoc Committee

The Emergency Planning sub-committee met for the first time on October 20, 2005. Sheryl Legaspi agreed to chair the sub-committee. The group's short-term objectives are:

- To draft standard operating procedures for emergency notification and action based on the existing Emergency Action Plan.
- To define responsibilities of members of the campus response team.
- To coordinate an emergency response drill.
- To begin developing a student/employee manual.

Minutes of the meetings are available at:

<http://honolulu.hawaii.edu/intranet/committees/hsc/minutes.html>.

Progress

- § The College's Health and Safety Program was signed by the Chancellor on October 20, 2005. The Program will be implemented in phases starting in Spring 2006.
- § Planning for a new safety & health web page is underway.
- § The Committee's charter (draft) was submitted to FSEC on October 24, 2005.