

Office of Planning & Facilities

**SAFETY PROGRAM
MANUAL**

Produced and distributed by the Office of Planning & Facilities (OPF),
University of Hawai`i at Manoa
in collaboration with the UHM Unit 1 Safety Committee

September 2011
Last Revised 9/24/2014

FOREWORD

This Safety Program Manual has been developed to help guide OPF managers, supervisors, and employees in maintaining a safe and healthy workplace. It is presented in binder form so that it can be readily amended as required. This may be necessary, especially with regard to procedures since there are changes in buildings and work areas and also in safety technologies which will require changes to be made.

The intent is to ensure the program and accompanying procedures will be distributed to the various OPF shops, offices, and work units to serve as accessible resources and guidelines for supervisors and employees. Training of new and longer-serving Employees should be conducted around the contents of the program and procedures so that Employees will be fully informed as to the safe practices required. This program and associated procedures are meant to reduce the likelihood of work illnesses and injuries.

The OPF Human Resources staff will maintain a record of distribution of the Safety Program Manual binders and their locations. These manuals need to be accessible to the Supervisors and the Employees in the work units in which they are located.

This Safety Program Manual may not encompass every safety issue or concern, or every situation that may arise. It was prepared to make as much information about safety procedures available and generally contains a summary of the relevant safety standards and regulations promulgated by Federal and State safety enforcement agencies such as the State of Hawaii Occupational Safety & Health Division (HIOSHA). As a general safety program and procedures manual, it may not contain every detail relating to these standards which are also subject to change. The information at times may not be totally current and may be in need of updating and revision.

This Safety Program Manual is not a legal document, binding agreement or contract. It does not supersede or amend any collective bargaining agreements with unions representing OPF Employees, or State or City safety laws and regulations, or University policy.

NOTE: The policies of the University of Hawaii at Manoa take precedence over Departmental policies, programs, and procedures. In the event of any conflict, please refer to the U.H. policy statement (found in the University of Hawaii System wide Administrative Procedures Manual, A9.750 University of Hawaii Health and Safety Program). The University's policy statement on safety reads:

"The University of Hawaii has a fundamental obligation to safeguard the health, safety, and welfare of its students, personnel, and visiting public whenever they participate in an official University activity. It is the policy of the University to provide for and maintain, through implementation of safety and health programs, conditions and practices that will provide safe and healthy campus environments. It is also the responsibility of each individual to comply with established health and safety regulations and procedures and to take every precaution necessary to prevent injury to themselves and to others."

Message from the Assistant Vice Chancellor for Campus Services, UHM
Maintaining Safety & Health at the Office of Planning & Facilities

Every day a series of small miracles happens here on the University of Hawaii Mānoa campus. Students from Hawai'i and from around the world attend classes to learn and develop a better understanding about the world around us as they prepare for their futures. And, in our libraries and laboratories, students and faculty members perform research activities that contribute to increasing the fundamental knowledge of the physical universe and human understanding.

This work could not be accomplished without the relentless commitment of every one of the over 350 individual employees who make up the Office of Facilities and Grounds (OFG). Every day we help to improve the University environment and maintain it as a safe, wholesome, healthy, and productive learning community. In simple terms, OFG employees maintain the grounds and buildings and keep the place running.

To do this, it is imperative that our employees are afforded a healthy and safe work environment and do their jobs in a safe way. Safety is an absolute priority.

For this reason, we have compiled this manual in binder form for distribution to and use by our maintenance shops, offices, and operating units throughout our organization. We will conduct training on the procedures included—and we sought and obtained feedback from our employees before adopting them to be implemented. We expect our managers and supervisors to operate their units in accordance with our safety program and procedures and to enforce safety in all aspects of our operations.

It is also expected that vendors and contractors on campus with whom OFG works also carry out their contracted work in accordance with the law and the applicable State safety regulations, University safety policy, and the safety provisions written into the contracts.

Thank you for making safety your first priority and an important component of your work tasks and responsibilities. As a member of the Unit 1 labor-management safety committee and as the manager charged with overseeing all of OFG's operations, I will do everything within my power to make sure that safe work procedures are embraced and enforced throughout the organization.

To that end, I have issued a memorandum (March 10, 2010) on observing OFG Workplace Safety Policies which references the Unit 1 bargaining unit agreement but applies to all OFG employees—blue-collar, clerical, supervisory, and APTs. Please refer to that memorandum which immediately follows this message.

Best Regards,

David Hafner,
Assistant Vice Chancellor for Campus Services

Assistant Vice-Chancellor's Memorandum



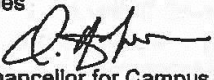
UNIVERSITY
of HAWAII
MĀNOA

Office of Facilities and Grounds

March 10, 2010

MEMORANDUM

TO: All OFG Employees

FROM: David Hafner 
Assistant Vice Chancellor for Campus Services

SUBJECT: OFG Workplace Safety

Reference: Unit 1 Collective Bargaining Agreement, Section 46

Dear OFG Employees,

I would like to remind everyone that workplace safety is of mutual concern to the University and all of its employees. We encourage and expect all OFG employees to observe applicable safety rules and regulations and help ensure a violence-free workplace.

All OFG employees shall make every effort to promptly report to their supervisors any unsafe conditions and unsafe behavior including acts or threats of violence so that appropriate corrective action can be taken. If the direct supervisor does not take appropriate corrective action within a reasonable time period, employees are to report unsafe conditions to managers or officials other than their supervisors and shall not be disciplined.

Employees shall not be subject disciplinary action for:

- Failure or refusal to operate or handle any machine, device, apparatus, or equipment which is in an unsafe condition or;
- Failure or refusal to engage in unsafe practices in violation of applicable Federal, State, Local, or OFG safety laws or regulations or;
- Failure or refusal to operate or handle any machine, device, apparatus, or equipment in violation of applicable Federal, State, Local, or OFG safety laws or regulations or;
- Reporting any acts or threats of violence or intimidation by another employee.

Remember - there is nothing that we do here that is so important to warrant risking the safety, health, and well-being of our employees.

2002 East-West Road Honolulu, Hawaii 96822
Telephone: (808) 956-6142 Fax: (808) 956-2165
An Equal Opportunity/Affirmative Action Institution

Message from the Director

Service is Our Mission, Safety is Our Method!

As the Director of the U.H. Manoa Office of Facilities and Grounds, I greatly value the work of our OFG employees who design, beautify, and maintain the U.H. Manoa campus facilities and grounds. To safeguard the safety and health of our employees, this Safety Program Manual has been prepared for distribution to all our shops, offices and work units. Please refer to it as an important guideline and tool for your protection as you undertake your vital job duties.

As an OFG employee working in our trades shops or offices, or maintaining our extensive campus grounds and its many buildings, you will be provided with the personal protective equipment, safety procedures, tools, training, and support you need to be safe and productive in your work. We expect you to do the job you were hired to do—and to do it safely. Our mission is service, our method is safety.

Our managers and supervisors are charged with ensuring a safe and healthy workplace, but we also expect each employee to play a role by wearing and using the proper safety protection equipment and following the procedures contained in the manufacturer's instruction manual(s) and the OFG Safety Program Manual. Please feel free to approach your supervisor, manager, or our human resources staff, or come and see me if you still have a question or concern and need assistance.

I have one concluding wish for all our employees—that throughout your work careers with OFG, you will work safe, keep safe, keep well, and keep smiling! Thank you for your efforts, and for working smart and safe!

Best assurances for your health and safety!

Thomas Katsuyoshi, Director

AN OVERVIEW OF THE OFFICE OF FACILITIES & GROUNDS

In July of 2014 the Office of Facilities and Grounds (OFG) reorganized and became The Office of Planning and Facilities (OPF). The U.H. Manoa Office of Planning and Facilities (OPF) is one of the larger departments on the Manoa campus, with over 340 employees (year 2010). OPF's administrative offices are located at 2002 East-West Road, Honolulu, HI 96822. Phone: 956-4801.

OPF is comprised of five (5) main operating departments:

1. Building and Grounds Management (BGM), which includes the Landscaping Division that maintains the grounds on the Manoa campus and the Building Services Division that oversees janitorial and carpet-cleaning services.
2. Facilities Management (FMO) which consists of Design division (Architecture, Engineering divisions), Construction Management division, and the Operations and Maintenance division (trade shops and logistics)
3. Support Services which provides budget and fiscal services (financial and purchasing), clerical and secretarial support, as well as personnel and human resources services.
4. Planning which has campus wide responsibility for long range development plans, space management, sustainable physical and community planning and campus building and landscape design.
5. Campus Operation which provides leadership and supervision over trade shop services for the UH Manoa campus.

* * * * *

OPF's Mission Statement (adopted 11-24-09)

"We accept personal responsibility for our work and strive to do the best job we can. We serve the University community by providing a safe, clean, attractive, sustainable, and functional learning environment for Hawaii's people and our diverse cultures, sharing the Aloha spirit with the people of the world." --

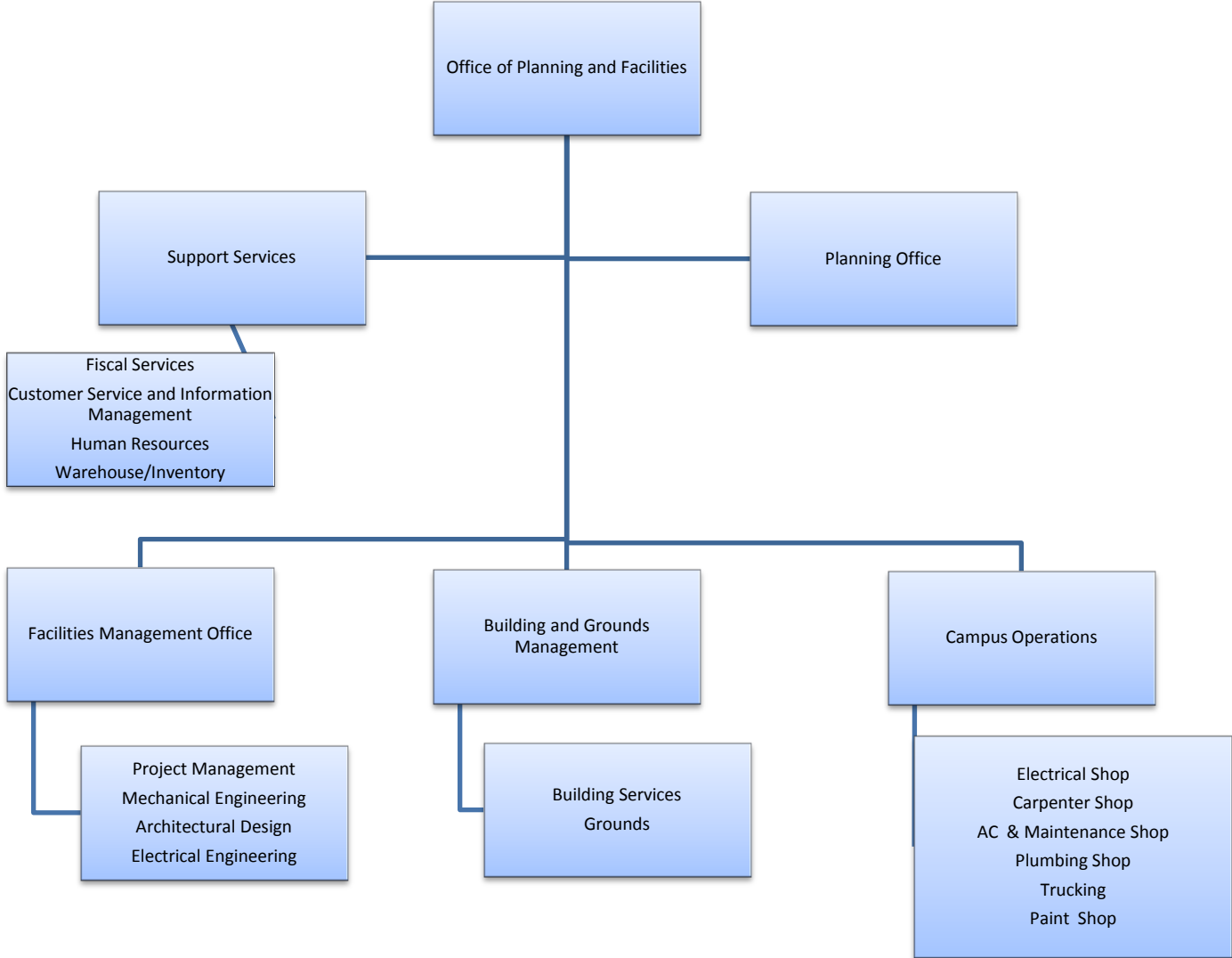
OPF'S Vision Statement (adopted 11-24-09)

"OPF will continually improve in providing quality design, service and maintenance toward making the University of Hawaii a world-class institution in its facilities and grounds."

OPF's Slogan (adopted 2-9-10)

"OPF: People Serving with Pride, Joy, and Aloha"

OPF'S ORGANIZATIONAL CHART



OPF - Safety Program

1. STATEMENT OF PURPOSE

This OPF Safety Program is being implemented and enforced by and for OPF employees for the following purposes:

- a) To establish safety standards that will best promote the health, safety and well-being of the employees of the Office of Planning and Facilities (OPF).
- b) To ensure compliance with current OSHA, HIOSH, EPA, insurance and other applicable safety guidelines.
- c) To contribute to the safety of the U.H. Manoa campus community.
- d) To provide mechanical and physical safeguards to the maximum extent possible.
- e) To conduct a program of safety and health inspections to find and eliminate unsafe working conditions or practices and to control health hazards.
- f) To educate all OPF Employees in good safety and health practices.
- g) To provide the necessary Personal Protective Equipment (PPE) along with training for its use and care.
- h) To develop and enforce safety and health rules and procedures, as established herein, and require that all OPF Employees abide by these rules and procedures as a condition of employment.
- i) To investigate promptly and thoroughly every accident to find out what caused it and to correct the problem so that it will not happen again.
- j) To recognize that the responsibilities for safety and health are shared:
 - 1) That Management accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement and for providing the safeguards required to ensure safe working conditions.
 - 2) That Supervisors are responsible for developing the proper attitudes toward safety and health in themselves, and in those they supervise, and for ensuring that all operations are performed according to Department procedures with the utmost regard for the safety and health of all OPF Employees involved, including themselves.
 - 3) That OPF Employees are responsible for following the safety and health rules and procedures, and for being safety conscious while on duty.

2. RESPONSIBILITIES

a) The Vice-Chancellor for Administration, Finance, and Operations, and the Assistant Vice Chancellor for Campus Services:

- 1) OPF's overall compliance with this safety program and the safe work procedures,
- 2) Interpretation of procedures as needed, and
- 3) The distribution and enforcement of the program and procedures, including all necessary revisions to the program and procedures.

b) OPF Departmental Directors (BGM, FMO, Support Services, Planning, Campus Operations), Section Heads and Managers:

- 1) Promoting understanding of and compliance with safety procedures in their sections,
- 2) Providing for safety training,
- 3) Obtaining the proper personal protective equipment (PPE),
- 4) Obtaining and maintaining the proper work tools and equipment, and
- 5) Promoting safety awareness and a safe and healthy workplace.

c) OPF Supervisors:

- 1) Ensuring proper training is provided to OPF Employees on safe work procedures,
- 2) Enforcement of safety rules and procedures,
- 3) Proper use of equipment and personal protective equipment (PPE),
- 4) Promoting safety awareness,
- 5) Ensuring work task assessments are conducted which specify what personal protective equipment (PPE), staffing, and equipment are necessary to perform a work order safely,
- 6) Evaluating subordinates' practice of safety through the Performance Assessment System (PAS), and
- 7) Responding to safety concerns in a timely manner.

d) OPF Working Supervisors, Lead Workers, and Crew Leaders:

- 1) Ensuring proper training has been provided to OPF Employees on safe work procedures prior to work assignments where training is necessary,
- 2) Ensuring a proper task assessment has been performed in order to carry out the work order safely,
- 3) Reporting needed equipment repairs,
- 4) Immediately reporting and correcting or halting unsafe conditions or actions,
- 5) Enforcement of safety rules and procedures,
- 6) Proper use of equipment and personal protective equipment (PPE),
- 7) Reminding subordinates of safety requirements, and
- 8) Promoting general safety awareness.

e) OPF Employees:

- 1) Reporting needed equipment repairs,
- 2) Working safely by following safe work procedures,
- 3) Using appropriate safety equipment and PPE,
- 4) Immediately reporting and correcting or halting unsafe conditions or actions,
- 5) Reporting accidents, and
- 6) Promoting safety awareness.

f) OPF Personnel Office staff:

- 1) Maintain OPF training records,
- 2) Maintain OPF accident/injury records, and
- 3) Assist in scheduling OPF safety-related training as requested or required.

g) The Environmental Health and Safety Office (EHSO):

- 1) Conducting safety audits and training, and providing safety information to all levels of the OPF,
- 2) Scheduling, conducting or arranging to have conducted various safety-related classes on all aspects of this procedure and other OPF procedures, and
- 3) Assisting in compiling safe work procedures, enforcing safe work practices, and reviewing and revising OPF's safe work procedures and program.

3. GENERAL SAFETY PROCEDURES

a) Safety Comes First

- 1) Before assigning an OPF Employee to any job, new or repetitive, it is the responsibility of the Supervisor to ensure that the individual understands the safety precautions associated with the task. This means that the necessary training has been given and documented, licenses, and certifications are up to date and on file and all safety concerns have been addressed.
- 2) It is the responsibility of the OPF Employee to understand and to follow the safety precautions. If an Employee does not understand the safety precautions, then it is the Employees responsibility to ask for further explanation. If the Employee has physical limitations, the Employee needs to inform their Supervisor and provide the proper documentation.
- 3) Safe work habits are largely a matter of individual responsibility; however, Supervisors play a key role in communicating safety awareness to their employees.
- 4) Good communication is necessary between each Employee and their Supervisor, co-workers, and any others affected by their actions in order to

be familiar with the hazards of the job and how to avoid injury.

The following safety rules and procedures are for everyone's protection. Study them carefully and refer to this manual frequently to refresh your own safety awareness, knowledge, and know-how.

b) GENERAL SAFETY AWARENESS AND SAFETY TRAINING

1) Each OPF Branch or Department shall:

- Conduct and document formal safety training for all its Employees (all shifts, permanent, wage, and students), at least annually for OSHA required training, and as-needed for other training. Documentation is to be turned in to the OPF Personnel Office.

2) Each FMO maintenance trade shop and each BGM section (Building Maintenance, Landscaping) shall:

- Promote safety awareness on a continuous basis in its skill and work area as necessary to ensure that safe working practices are utilized and adhered to.
- Safety training should be provided at supervisory staff meetings and the employees' informal safety sessions (tailgate sessions) on a regular basis.

3) All new OPF Employees shall:

- Receive appropriate safety training by or through their Supervisor, or an EHSO Safety Specialist, during their first week of employment (if possible) and definitely prior to their being assigned any work which could put them at risk.
- This safety training is to include, at a minimum, a directed review of this OPF Safety Program Manual, focusing on the provisions of the Program and the relevant safe work procedures. On-the-job training, or tailgate session training (with the assistance of EHSO when necessary), will be conducted by each department, branch or trade shop on specific job responsibilities and hazards.

4) The EHSO shall:

- Provide requested consultation services on any professional and technical information required.
- The EHSO training room and safety specialists are available to aid Supervisors in setting up the informal tailgate safety training sessions.

- 5) Prior to the first use of new equipment, or any equipment with which an employee is not familiar, the Supervisor and/or the Vendor shall conduct operational and safety training for that employee, or group of OPF employees, on the correct operation of the equipment. This training is to be documented and turned in to the OPF Personnel Office. NO ONE is to operate any moving equipment on which they have not been trained and for which the documentation of such training is not on file.
- 6) All training is to be documented and maintained in the section, branch or department in which the trained employee works, and a copy forwarded to the OPF Personnel Office. Documentation will also be maintained in the Employees personnel file by the OPF Personnel Office.

c) SHOP SAFETY EQUIPMENT

- 1) OPF Employees shall use shop safety equipment provided for their protection as applicable for their duties.
- 2) All equipment should be inspected and tested before each use to ensure proper operation and safety. Damaged equipment or equipment which fail to meet safety standards shall be removed from service immediately and replaced with equipment which does meet the standards.
- 3) Faulty equipment shall be immediately tagged as “Do Not Use, Needing Repair” and reported to your Supervisor.
- 4) Obey safety signs posted in shops, buildings, and on equipment.
- 5) Typical craft/shop safety equipment may include but is not limited to the following:
 - i. Ladders (of appropriate type and height for intended use)
 - ii. Safety Guards
 - iii. Grinder Shields
 - iv. Welding Helmets and Shields

d) SAFETY OF UH MANOA CAMPUS COMMUNITY

- 1) Employees shall post proper barriers and signage to warn pedestrians of hazardous work areas. This can include: warning signs and tape, barricades, fencing, traffic or pedestrian control and/or an individual designated as a Safety Monitor where deemed necessary (by prudent work practice or by regulation), a Supervisor, or by the employee working on the job.
- 2) Safe driving practices shall be followed by all employees at all times.
- 3) Project Managers and Supervisors shall require Contractors and Sub-contractors to comply with appropriate safety requirements.

4. SERVICE INTERRUPTION NOTIFICATION

- a)** For scheduled interruptions on regular work days, the Supervisor or Project Manager and Engineers shall notify the Building Coordinators Maintenance Scheduler as far in advance as possible of service interruptions to buildings/construction.
- b)** For scheduled interruptions on regular work days, the Supervisor, Project Manager and Engineers shall notify:
 - 1) All affected campus areas (Customers and Departments, all OPF Sections, and the Campus Security) of service interruptions, including: date, estimated times, duration, extent (i.e. specific services and areas involved, and options for assistance).
- c)** For non-scheduled interruptions, the Project Manager, Supervisor or Engineer shall notify the Work Coordination Center when the service interruption is completed. The Work Coordination Center shall notify the Building Coordinator that service has been restored.

5. OTHER GENERAL REQUIREMENTS

- a)** Proper engineering controls (i.e., ventilation) shall be used in all areas where needed.
- b)** All hazardous materials shall be handled in accordance with manufacturer's instructions and in compliance with OSHA, HIOSH, EPA, and Federal/State standards/guidelines.
- c)** All OPF safety related procedures/programs such as, but not limited to the following (See Appendices):
 - 1) Blood-borne Pathogens
 - 2) Vehicle Operations
 - 3) Carry All/Utility Cart Operations
 - 4) Operation of Aerial Platforms
 - 5) Operation of Tractor and Lawn Equipment
 - 6) Mower Safety
 - 7) Use of String Trimmers
 - 8) Chainsaw Safety
 - 9) Chipper Safety
 - 10) Use of Pesticides
 - 11) General Safety for Housekeeping Staff
 - 12) General Floor Safety Procedures
 - 13) Clean-up Procedures for Broken Fluorescent Bulbs and Lamps
 - 14) Scaffolding Safety

- 15) Slips, Trips, Falls
- 16) Ergonomics and Safe Lifting
- 17) Lockout/Tag-out Program
- 18) Fall Prevention and Fall Protection Program
- 19) Confined Space Entry Program
- 20) Hearing Conservation Program
- 21) Hazard Communications Program
- 22) Respiratory Protection Program

NOTE: If you are not aware of the above procedures, and they pertain to your job description or the work being performed, please contact your Supervisor immediately.

6. REPORTING SAFETY ISSUES AND PROBLEMS

- a) Employees shall immediately report any unsafe condition or equipment to their Supervisor for corrective action.
- b) When necessary, appropriate and feasible, the Employee may take corrective actions immediately, prior to reporting the unsafe condition or equipment to their Supervisor. When necessary, the Employee should remove defective equipment from service and tag the defective equipment with proper signage (i.e., Do Not Use).
- c) Supervisors shall immediately initiate corrective action: verify the unsafe condition, initiate work order(s) or fix/replace equipment, and notify Transportation Services if a vehicle is involved, etc.
- d) If the unsafe condition or defective equipment is not addressed in a timely manner, the Employee shall report the unsafe condition/equipment up the chain of command to OPF management and/or to the EHSO. This notification may be verbal or written. Employees may also use the safety suggestion boxes to report a problem and are not required to provide their names and contact information.
- e) There shall be no reprisals in any shape or form for reporting safety hazards. If reprisals are found to exist, the person responsible will be disciplined. Report all reprisals to the OPF Personnel Office.

7. REPORTING AND EVALUATING ACCIDENTS

- a) All personal injuries (those requiring medical attention and those which do not require medical attention) shall be reported on the forms provided by OPF in accordance with University Policy and OPF Procedure. Reporting and processing of work-related accident or injury reports must be done in a timely manner as required by law.

- b) Managers/Supervisors shall evaluate all accidents, safety violations, and document the counseling of employees about the action necessary to prevent re-occurrences of recordable injuries. The records of such investigation and action recommended shall be retained by each work unit with a copy sent to the OPF HR office.
- c) Employees who witness unsafe acts, damage to vehicles, or State property should ensure that the act or damage is reported immediately to their Supervisor or to OPF management. This will help reduce personal accidents and the possibility of the wrong person being charged for damage he/she did not cause.
- d) Employees may also use the safety suggestion boxes for non-urgent reports, and do not need to provide their names. **Employees will not be subject to discipline for reporting safety violations, unsafe work practices, or hazards, including instances of workplace threats or acts of violence.**
- e) Employees should also report unsafe practices of Contractors and Vendors on the Manoa campus since the University may be liable for accidents that are caused by such practices. Employees have the responsibility to help ensure a safe, healthy workplace. OPF Engineers and Architects charged with overseeing contracts are directed to go directly to the Superintendent on the worksite to report any observed safety hazards or violations of safe work practices.

8. ENCOURAGEMENT AND ENFORCEMENT

- a) The ability of an Employee to work safely shall be evaluated by the Supervisor in the Employee's annual performance assessment. Such a criterion for meeting or exceeding safety awareness and performance is described in the annual performance appraisal as follows:

“Demonstrates possession and application of the knowledge of safety practices, rules, and procedures of the profession; uses and operates equipment in a safe manner; and maintains tools, equipment and other apparatus, including office related equipment, in a safe and acceptable manner.”
- b) Driving privileges may be suspended while a vehicle accident is being investigated, depending on the seriousness of the accident as determined by the Supervisor. This may result in an alternate work assignment; leave pending investigation, and possible disciplinary action.
- c) Drivers with more than one avoidable vehicle accident within a 2-year period shall be required to attend a defensive driving class to be scheduled by the Supervisor and the work section. A record of the completed training shall be retained in the work unit and a copy of the record submitted to the OPF

Personnel Office.

- d) Employees who willfully or repeatedly violate safety procedures and instructions may be subject to corrective action and/or retraining.

9. U.H. MANOA UNIT 1 SAFETY COMMITTEE

This joint labor-management committee was established in late 2008 and its founding document was finalized and approved on March 25, 2009. *(See next page for the Safety Committee's founding document.)* The committee, comprised of an equal number of union and management representatives as well as employees from other UH Manoa departments, meets monthly, reviews safety issues, sets training programs, and, in general, encourages and promotes a safe and healthy work environment for U.H. Manoa employees. The committee oversaw the compilation of this Safety Manual for the Office of Planning And Facilities as one of its major projects. The EHSO is integrally involved in the committee.

10. SAFETY PROGRAM MANUAL REVIEW AND REVISIONS

This Safety Program manual will be reviewed biennially by the UHM Unit 1 Safety Committee, EHSO, and OPF management. OPF Managers and Supervisors along with this Safety Committee will be responsible for recommending necessary changes in program and/or in the safe work procedures, with the advice and review of EHSO. These policies and procedures may be revised and updated at any time at the recommendation of EHSO, OPF Management, and/or the UHM Unit 1 Safety Committee.

UHM Unit 1 Safety Committee

Mission

The mission of the UHM Unit 1 Safety Committee is to promote a safe and healthy work environment for employees on the U.H. Manoa campus.

Goals

The UHM Unit 1 Safety Committee will seek to:

- 1) Serve as a channel of communication on issues involving employees' safety and health and provide an opportunity for discussion and resolution of these issues;
- 2) Review workplace incidents that resulted in injuries or illnesses with the aim of preventing future such injuries;
- 3) Make advisory recommendations to correct hazards and improve procedures;
- 4) Encourage training in all essential aspects of workplace safety and health;
- 5) Increase and maintain the interest of employees in health and safety issues;
- 6) Foster the understanding that all employees have a role to play in maintaining a safe and healthy work environment;
- 7) Establish and oversee a safety recognition and awards program; and
- 8) Review existing health and safety guidelines for U.H. and, if necessary, develop a safety manual for easy reference.

Membership

An equal number of employee and management representatives shall be members of the safety committee. Committee members shall make every effort to attend meetings, serve a two-year term (January-December) unless extended, and be selected from the major work areas of the campus. Either the Union or Management may replace a designated committee member should an individual be unable to attend meetings and participate in the committee.

Committee Structure and Function

1) Composition. The UHM Safety Committee shall be comprised of an equal number of representatives appointed by the union and management. A staff member from the UH Environmental Health and Safety Office (EHSO) will also serve as an adviser to the committee and assist the committee in its work.

2) Scheduling of Meetings. Meetings will be held during the workday on the first Friday of each month, from 9:30 to 11:00 a.m. The committee may amend its meeting schedule at any time, by consensus.

3) Length of Meetings. The meeting will be no more than 90 minutes in length, although the meeting may be extended by consensus, if necessary.

4) Facilitation. The facilitation or chairing of the meetings will be rotated, as will the taking of the minutes.

5) Agenda. An agenda shall be prepared for each meeting and given to each member in advance of the meeting, if possible.

6) Decision-making. Decisions or recommendations should be by consensus; however, if consensus is not possible, then a decision may be made by a majority vote of those present.

7) Aloha and Respect. Members of the committee shall treat each other with respect and discuss issues in a responsible way, acknowledging that there may be differences in opinion.

Responsibilities

- 1) The committee will keep apprised of existing accident and illness prevention programs and distribute information concerning them.
- 2) The committee will work closely with the University's Environmental Health and Safety Office (EHSO). EHSO will share reports on safety-related campus issues and provide expertise, guidance, inspections, and training resources to the extent possible.
- 3) The committee may make advisory recommendations to correct or mitigate hazards, encourage training, and issue information to remind employees of good safety practices.
- 4) The committee will review in a timely manner incidents resulting in work-related accidents and injuries in order to help prevent similar future incidents.
- 5) The committee may also be asked to provide feedback on the effectiveness of new safety equipment or proposed health and safety procedures.
- 6) The committee will encourage and/or facilitate regular safety and health training for employees, including vendor training, supervisors' periodic safety sessions with employees, and training for safety committee members.