Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

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OCCUPATIONAL SAFETY AND HEALTH (OSH) POLICY STATEMENT

1. **Purpose:**
   To promote, create and maintain a safe and healthful working environment.

2. **Policy:**
   It is the policy of Windward Community College to actively promote, create and maintain a safe and healthful campus environment through the establishment of a comprehensive occupational safety and health (OSH) organization and program. (See Attachment 1, OSH Program.)

3. **Procedures:**
   a. **Organization:**
      The Director for Administrative Services is designated the campus Safety Officer and is responsible for the development and maintenance of the campus OSH program.
   b. **Program:**
      The OSH program shall include, but not be limited to, the following:
      1) The compiling of the federal and State OSH regulations.
      2) Regular inspecting of the campus facilities.
      3) Developing procedures for reporting, reviewing and analyzing all accidents.
      4) Developing and maintaining safety and health consciousness through suitable media.
      5) Training in first aid.
      6) Developing safety procedures and practices.

4. **Applicability:**
   The OSH program is directed towards providing and maintaining a safe and healthful working environment. Therefore, all personnel, supervisors as well as subordinates, have both legal and moral responsibilities to exercise proper care in the protection of self, others and property.

Attachment

Approved:

Peter T. Dyer, Provost

Steven Nakasone, Director for Administrative Services
OSH PROGRAM

1. **Purpose:**
The purpose of this program is to establish an organization, program goals and activities needed to effectively promote, create and maintain a safe and healthful working environment.

2. **Organization:**
In accordance with Policy Guideline 1-5, there is established an OSH organization for Windward Community College with the Director for Administrative Services serving as campus Safety Officer. There is also established an OSH Advisory Committee whose functions are to: (1) review all claims of unsafe and/or unhealthy working conditions, and to advise the Safety Officer on corrective actions; (2) serve as liaison between the Safety Officer and employees. The Committee shall consist of:
   a. The General Maintenance and Services Supervisor, who is also in charge of facilities maintenance (permanent member).
   b. The campus union representative from each of the unions represented (Units 1, 3, 7, and 8).
   c. A student employee representative.

The committee will elect its chairman. The Safety Officer shall serve as the executive secretary and an ex-officio member of the committee, prepare the agenda, call the meetings, gather all pertinent information, keep records of meetings, and perform other duties related to OSH.

3. **Program Goals:**
   a. Raise the safety consciousness of every employee.
   b. Eliminate all unsafe and unhealthy conditions.
   c. Establish and maintain on-going safety training.

4. **Activities:**
   a. To raise the safety consciousness of every employee:
      1) Distribute a copy of the Policy Statement and this OSH Program document to each employee.
      2) Include a safety message (cartoon or other means) in the campus Weekly Journal.
      3) Have the OSH Advisory Committee members serve as a link to their respective groups.
   b. To eliminate all unsafe and unhealthy working conditions.
      1) Conduct scheduled (once a month) campus walk-through inspections to detect unsafe and unhealthy conditions.
      2) Whenever in doubt, seek the advice of the OSH Education Branch.
      3) Make known to all employees that safety and health hazards may be reported to the Safety Officer, directly or through his staff, or through the Advisory Committee member.
      4) Provide and post safety rules and regulations where appropriate.
   c. To establish and maintain on-going safety training.
      1) Maintain a list of employees training in First Aid and/or CPR.
      2) Make Training for First Aid and CPR accessible for most employees to assure that more than the required minimum number of employees are certified.
      3) Conduct general safety orientation for all employees. Specific job-related safety rules, regulations and procedures to be provided by job supervisors.