

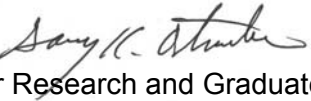


UNIVERSITY  
of HAWAII®  
MĀNOA

April 27, 2011

**MEMORANDUM**

**TO:** Mānoa Deans and Directors

**FROM:** Gary K. Ostrander   
Vice Chancellor for Research and Graduate Education

**SUBJECT: DEPARTMENTAL SAFETY AND HEALTH POLICIES**

On April 12, 2011, an undergraduate student at Yale University was killed while apparently working alone, late at night, in a Chemistry Department machine shop (<http://www.yaledailynews.com/news/2011/apr/15/shop-safety-questioned-after-death/>).

While the exact details of this tragedy have not yet been released, it is a harsh reminder that while university and college campuses are relatively safe places to work, there are operations which have the potential to be deadly. It is easy to become complacent and forget that it takes just an instant for something to go wrong, as it did in this case. We must all be constantly vigilant and involved in order to ensure a safe and healthy working and learning environment.

In light of this tragedy, please take a moment to review your department's safety and health procedures and policies, especially those dealing with access to and use of shop facilities and potentially hazardous equipment or materials. It is our campus policy that working alone is prohibited when using hazardous materials or equipment. This policy should be incorporated into your department's specific policies and these should be reviewed with faculty, staff and students on a regular basis.

For assistance with the development and maintenance of your department's safety and health program, please contact Roy Takekawa, Director, Environmental Health and Safety Office at 956-8660 or [takekawa@hawaii.edu](mailto:takekawa@hawaii.edu). Thank you for your cooperation.

c: Virginia S. Hinshaw, Chancellor  
Reed Dasenbrock, Vice Chancellor for Academic Affairs  
Kathy Cutshaw, Vice Chancellor for Administration, Finance and Operation  
Francisco Hernandez, Vice Chancellor for Students  
Roy Takekawa, Director, EHSO

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