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G.S.A.B. SAFETY, SECURITY AND FIRE PREVENTION COMMITTEE

Minutes of the Meeting held at 10:30 a.m., July, 14, 1983 in the Graduate Studies Conference Room.

Present: Mr. R. Bradley, Canada Post
Ms. D. Brock, Graduate Studies
Mr. J. R. Connell, Registrar's Office (Chair)
Ms. E. Lebitschnig, Finance
Ms. S. Newman, Registrar's Office (Secretary)
Ms. E. Poirier, Data Processing

Minutes of the Meeting of June 9, 1983

1. Addition to minutes.
 - a. Fire Extinguisher Demonstration
 - (1) The demonstration was held on June 1, 1983 and was very successful. Seventeen persons were present.
 - (2) The demonstration started with a thirty minute slide presentation on first aid firefighting.
 - (3) The class then moved outside and were shown the effect of using the different types of extinguisher on an oil fire.
 - (4) Each person present then practiced extinguishing a fire.
2. Minutes were accepted as amended.

Business arising from the Minutes

3. First Aid Course. The Chairman attempted to get in touch with Jim Bremner, who is on vacation. He will continue his attempts to contact Mr. Bremner.
4. Fire Drills. The Chairman reported that we have been advised by Geoffrey Crampton of the President's Advisory Committee to contact the Fire Prevention Officer, Captain Affleck, concerning holding a fire drill. He will also speak to Department Heads in the building about holding a drill in the near future.
5. Admissions. The Chairman reported that he has pushed some of the offending cables to one side and has discussed the situation with some of the administrative people concerned. The problem is really one of overcrowding and requires some long-term planning.
6. Broken Glass. This has finally been cleaned up after the Chairman talked to Mr. Don Burgess, Head Labourer, Physical Plant.
7. Pay Phone Sign. This has been installed.

8. Fire Extinguisher in Benefits. Captain Affleck of the Fire Department has stated that two halon extinguishers will be installed in G.S.A.B. 312.

9. Room Numbers. The Committee agrees that the building is in need of proper room numbers and signs as a safety feature. The Chairman will follow up.

New Business

10. Fire Demonstrations. Ms. Donna Brock volunteered to coordinate future fire demonstrations. She will attempt to organize one for later this month.

11. Adcon Centre. There is still concern among the Committee about the position of the Adcon Centre of the Bank of Montreal in case of emergency action. The Chairman will follow up on this.

12. Obstructed Corridors. Copies of the memorandum of June 6, 1983 from the President's Advisory Committee on Safety, Security and Fire Prevention concerning obstructed corridors were handed out. The Committee was requested to be alert for any potentially hazardous situations.

13. Safety Bulletin. A suggestion was made that the Committee publish a safety bulletin for circulation in the building. It was suggested that initially we attempt to publish quarterly.

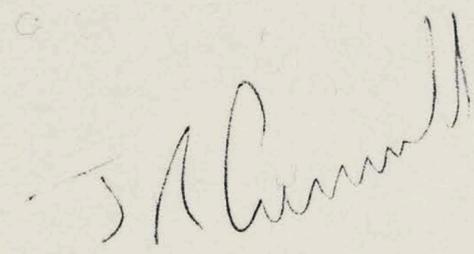
Next Meeting

14. The next meeting will be held on Thursday, August 11, 1983 at 10:30 a.m. in the Graduate Studies Conference Room.

Adjournment

15. The meeting adjourned at 11:05 a.m.


S. F. M. Newman
Secretary


J. R. Connell
Chairman