

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

Minutes of the Meeting held at 10:30 a.m., January 12, 1984 in the Benefit Programmes Conference Room.

Present Mr. Russ Bradley, Canada Post
 Mr. John Connell, Registrar's Office (Chair)
 Ms. Jill Darling, Accounts Payable
 Ms. Flo Knapp, Adcon Centre, Bank of Montreal
 Ms. Sam Lappin, Campus Mail
 Ms. Dianne Lawrance, Registrar's Office
 Ms. Estelle Lebitschnig, Finance Department
 Ms. Sharon Newman, Registrar's Office
 Ms. Elaine Poirier, Data Processing

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Minutes of the Meetings of November 24 and December 16, 1983

1. The minutes of the meeting of November 24, 1983, which had been tabled from the previous meeting, were accepted as circulated.
2. The minutes of the meeting of December 16, 1983 were accepted as circulated.

Business Arising from the Minutes of the Meeting of November 24 1983

3. Lighting outside G.S.A.B. Physical Plant has changed some fixtures and a definite improvement has been noted in the exterior lighting.
4. First Aid. Jim Bremner of the Aquatic Centre has been contacted and the First Aid Seminar will be held the afternoon of January 27, 1984.
5. Stickers warning against use of the elevator in a fire emergency have still not been received.
6. Safety First Bulletin. Mr. Connell has discussed the use of a standard logo with Geoff Crampton. This committee has been requested to design one.
7. Hedges. Some improvement, but not enough, has been noted in the pruning of the hedges edging the parking lot. The Chairman will speak to Physical Plant again.
8. Room Numbering. No progress has been made in having the missing room numbers installed.
9. Key plans. The Chairman has discussed the matter of outdated key plans with Physical Plant. He will follow up.
10. Walkway outside Postal Station U. The litter problem has improved slightly.

Business Arising from the Minutes of the Meeting of December 16, 1983

11. The Chairman handed out copies of the amended up-to-date Fire Safety Plan. Copies have now been distributed to all Department Heads. He will also prepare and issue an amendment check sheet.

12. It was decided in consultation with the Fire Prevention Officer that, in the event of a fire, the Fire Safety Director will be stationed near the Postal Station U at the top of the steps.

New Business

13. Constitution of Committee. There was a short discussion on the constitution of the committee in view of the fact that the first anniversary is coming up shortly. The question arose as to whether we should have a partial turnover and recruit new members. It was decided that natural attrition should take care of obtaining new members.

14. Fire Extinguisher Demonstration. It has been a few months since the last fire extinguisher demonstration. It was suggested that it is about time to arrange another one.

15. Accident Investigation Training Seminar. Notice of this seminar, which is being presented by the W.C.B., was sent to all Committee members. All members are welcome to attend.

Next Meeting

16. The next meeting will be held on February 9, 1984.

Adjournment

17. The meeting adjourned at 11:07 a.m.

- SA [unclear]

Chairman

Sharon Newman
Secretary