

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

Minutes of the Meeting held at 10:30 a.m., June 9, 1983 in the Benefits Conference Room.

Present: Ms. D. Brock, Graduate Studies
Mr. R. Bradley, Canada Post
Mr. S. Lappin, Campus Mail
Ms. E. Lebitschnig, Finance
Mr. J. R. Connell, Registrar's Office (Chair)
Ms. S. Newman, Registrar's Office
Ms. S. Magnusson, Award's Office
Ms. E. Poirier, Data Processing
Mr. C. Wright, Canada Post

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Minutes of the Meeting of May 12, 1983

1. Minutes were accepted as presented.

Business arising from the Minutes

2. Emergency Cards. The Chairman reported that the University Safety Committee will shortly be bringing out a new card to cover all emergencies. The document is being prepared by Mr. G. Crampton. It will be 20 inches by 10 inches and emergency numbers will be shown in the centre.

3. Fire Drill. The need for fire drills for the staff was discussed. The Chairman will talk to the University Committee about the possibility of holding practice alarms on a regular basis.

4. First Aid Course. The Chairman reported that there is a possibility that the Aquatic Centre may be conducting courses that could perhaps be made available to us. He will talk to Jim Bremner of the Aquatic Centre about this.

5. Admissions Office. The Chairman reviewed the situation in the Admissions Office, concerning the scattered cables, with Mr. R. Black of Physical Plant. It will be expensive to relocate the wiring. He has also discussed the matter with the Associate Registrar, and the Assistant Registrar, Admissions. It is recognized that action must be taken to improve the situation and a combination of relocating furniture and moving cables is being considered.

6. Pamphlets.

- a. The Chairman handed out more copies of 'Back Talk'.
- b. First Aid pamphlets are on order by Employee Relations and will be distributed when they arrive.

7. Broken Glass. The Chairman reported that the broken glass was still on the sidewalk outside the building, but is not quite as evident as before because people have been treading on it and kicking it aside. He is still trying to get someone to clear it. Sam Lappin suggested he speak to Don Burgess at the Physical Plant Labour Shack to ask him if he can help. This will be done.

8. Pay Phone Sign. Some concern was expressed about the absence of a sign showing the location of a pay phone on the first floor. The Chairman will check with Olga Duncan, Communications Supervisor, Physical Plant concerning placing a sign.

New Business

9. Fire Extinguisher in Benefits. The Chairman will follow this up. Estelle Lebitschnig stated that there was still no fire extinguisher in the Benefits area.

Next Meeting

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

Adjournment

11. The meeting adjourned at 10:56 a.m.

S. F. M. Newman

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Secretary

J. R. Connell

J. R. Connell
Chairman