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

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

Present: Mr. Russ Bradley, Canada Post  
 Miss Donna Brock, Graduate Studies  
 Mrs. Sandra Bruneau, Admissions, Registrar's Office  
 Miss Jill Darling, Accounts Payable  
 Miss Estelle Lebitschnig, Benefit Programmes, (Chairperson)  
 Mr. John Lomax, Finance Department  
 Mrs. Shirley Magnusson, Scholarships  
 Miss Sharon Newman, Admissions, Registrar's Office

Regrets: Elaine Poirier, Data Processing  
 Flo Knapp, ADCON

Minutes of the Previous Meeting

1. Moved by Russ Bradley and seconded by Donna Brock that the Minutes of the Meeting April 12, 1984 be accepted as distributed.

Business Arising from the Minutes of the Meeting of April 12, 1984

2. Steps at the North End of the Building. The Chairperson reported that nothing further had been done and that she had not yet contacted Mr. Black and would do so before the next meeting. The Safety Committee wanted to go on record that they felt it was an extremely dangerous area because of the lack of lighting and that this matter should continue to be pursued.

3. Information Bulletin. The committee discussed further whether we should pursue this matter of a safety bulletin and it was agreed that each member would phone selected departments on campus to get a feel as to whether they thought that such a bulletin is feasible.

It was agreed that (a) each department would be canvassed and the members would report back by the next meeting.

It was suggested (b) that we look into using the UBC Bulletin newspaper "safety corner" for notes of interest. That the committee members would look at suggestions and we could screen the material as to its importance to send to the President's Advisory committee for printing.

It was reported (c) that the copies of the minutes had been posted on the bulletin boards in each department.

4. Waste Paper - North End of Basement - The Chairperson reported that Captain Affleck was in the building and took a look at the storage of the paper in the basement and recommended that the paper be moved and not stored there. He will be sending the committee an official recommendation, stating that it was not only a fire hazard but that it was also blocking an exit door. When this letter is received a copy will be forwarded to the President's Advisory Committee.

5. Estelle Lebitschnig also reported that because Norm Wilson was on vacation she was unable to get an answer as to future storage of the paper. She will call him next week to see if there is anything that the computing centre might be able to do to help us with regarding the on going problem of disposal of paper.

6. Mr. Lomax suggested that the committee look into obtaining a large metal container for storage outside of the building. The Chairperson agreed to look into this further.

7. Letter from the Fire Prevention Officer. The recommendations were taken from the letter dated April 11, 1984 and listed out on the minutes of the May 10, 1984 meeting. This was discussed in length and decided that a copy would go to Geoff Crampton and that the three recommendations would be pursued.

8. New Secretary Shirley Magnusson reported to the committee that John Muirhead, Internal Audit would be the new Secretary to the Committee from June 14, 1984 to March 31, 1985. In Mr. Muirhead's absence Shirley Magnusson took the minutes of this meeting.

#### New Business

9. Letter to John Connell - The Chairperson circulated a draft letter of thanks to Mr. Connell and with a few changes it was agreed that the letter should be sent. The Committee agreed that copies of the minutes of the meetings be sent to John Connell. It was also agreed that Mr. Connell be asked to join the committee.

10. Changes to Annex A - these were discussed and the changes will be made for the next meeting.

11. (a) Fire Extinguisher Demonstration - It was agreed that another demonstration should be arranged for July or August. Donna Brock volunteered to make these arrangements and will report back with the dates and time.

(b) First Aid Course - Due to the fact that the last first aid course was such a success, Sharon Newman will contact Jim Bremner to enquire about the possibility of additional courses given - perhaps there could be one in the summer and one in the fall.

12. It was suggested that we should have a list kept by each committee member of all the personnel in the building who have had CPR and First Aid Training and would not mind being called upon in an emergency. The members decided that it would be best to talk to the staff on a personal basis and when we have the names and locals of these people we will keep them on hand.

13. Safety Committee Meetings - The Chairperson suggested, and the Committee agreed, that the monthly meetings could be called when there is sufficient information to warrant a meeting. Thursdays still seemed the best day for everyone.

14. Admissions - Sandra Bruneau and Sharon Newman, members of our Committee and employees in the Admissions Office, reported on the working conditions in the Admissions Office, and asked the Committee to help in alerting the University Administration to the seriousness of the matter. The Committee suggested that the Chairperson write to the President's Committee on Fire, Health and Safety, and, as well, talk to Mr. Ken Young, Registrar. Overcrowding, (with its accompanying seating-space problems), and a high noise level contribute to an unhealthy work atmosphere, particularly for the clerical staff and others serving at the counter. The staff have had a longstanding concern about these conditions and are interested in pursuing all available options open to them. The Chairperson, Estelle Lebitschnig, agreed to look into this, and to keep the Committee informed.

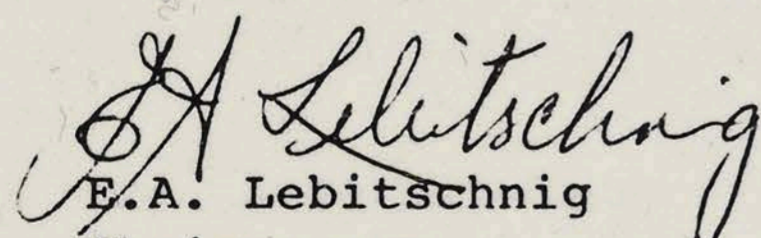
15. W.C.B. Course - Estelle Lebitschnig said she would call Geoff Crampton for information on this past course.

#### Next Meeting

16. The next meeting will be held on June 14, 1984, in the Benefit Programmes Conference Room.

#### Adjournment

Shirley Magnusson  
Secretary

  
E.A. Lebitschnig  
Chairperson

TO .....Mr. Kenneth Young, Registrar.....  
.....Registrar's Office.....  
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FROM ..Estelle Lebitschnig, Chairperson.....  
Safety, Security &  
Fire Prevention Committee.....  
DATE ..May 29, 1984..PHONE ....3350.....

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Re: Admissions Office

The Safety, Security and Fire Prevention Committee of the General Services Administration Building, at their regular monthly meeting of May 10, 1984, heard a report on the working conditions in the Admissions Office, G.S.A.B. Dr. Sandra Bruneau and Sharon Newman, representing both clerical and administrative staff, expressed the concerns of employees on overcrowding, seating-space, noise-level, ventilation and exposed electrical cords which pose dangers to the staff, and which have negative effects on staff morale. These conditions are particularly acute in the summer months when there is an increase of staff and activity.

They noted that concerns of this sort have been expressed before (e.g. in various internal meetings), and consider it important that the GSAB's Committee on Fire, Health and Safety be apprised. They urged our Committee to begin dialogue on the matter with:

- (i) the President's Advisory Committee. (In this regard, I have consulted with Mr. Geoff Crampton, President's Advisory Committee.)
- (ii) with yourself as administrative head of the Registrar's Office.

Accordingly, I am sending you the relevant section of our Committee's minutes from May 10, and urge you to do whatever you can to help ameliorate these working conditions. Our Committee and the Admissions Office representatives to our Committee would be pleased to speak with you and/or with the President's Committee about this matter at any time.

We look forward to hearing from you.

*E. Lebitschnig*