

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

Minutes of the Meeting held at 10:30 a.m., February 8, 1984, in the Benefit Programmes Conference Room.

Present: Mr. Russ Bradley, Canada Post
 Ms. Donna Brock, Graduate Studies
 Mr. John Connell, Registrar's Office (Chair)
 Mr. Jeffrey Howard, Registrar's Office
 Ms. Estelle Lebitchnig, Finance Department
 Mr. John Lomax, Finance Department

RECORDED
 MAR 15 1984
 A. U. C. E.

Minutes of the Previous Meeting

1. Moved by John Lomax, seconded by Russ Bradley that the Minutes of the meeting of January 12, 1984, be accepted as circulated.

Carried.

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

2. Fire Drill The Chairman reported on the fire drill that was held on February 1, 1984.

3. The drill was very successful. The alarm was sounded by Elaine Poirier at 2:02 p.m. and, with one exception, the building was cleared in 3 minutes.

4. The exception was a person on the second floor who refused to leave the office when asked by the Floor Warden to do so. She was eventually persuaded by the Fire Prevention Officer from the U.E.L. Fire Department to leave.

5. All persons left the building in an orderly manner. They assembled in the predesignated areas where they remained until the "Fire Out" announcement was made by the attending U.E.L. Fire Detachment.

6. Lt. Richard Lawrie, Fire Prevention Officer, had only two adverse comments:

- a. the person mentioned in paragraph 4 above;
- b. the fire doors at the west end of the staff lunch room were wedged open.

7. In the case of sub-paragraph 6a above the Chairman has written to the appropriate Department Head requesting that he inform the person concerned that the building must be evacuated when the alarm sounds.

8. In the case of the fire doors being wedged open all Floor Wardens are asked to watch for this condition when checking their areas and correct it immediately.

9. First Aid Course This was held on January 27th, 1984 and was also very successful.
10. Thirteen people attended and all spoke highly of the course and the instruction given. A letter of appreciation will be sent to Mr. J. Bremner.
11. Stickers Warning Against Use of the Elevator In An Emergency have still not been received. The Chairman stated that the Fire Department has requested them from Physical Plant.
12. Hedges The Chairman has not yet spoken to the Area Supervisor but will do so.
13. Room Numbering John Lomax reported that no answer has yet been received from the Director, Physical Plant, to his letter of November 22, 1983. A follow up letter will be sent.

New Business

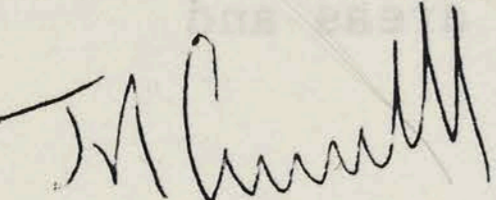
14. Steps at North End of Building A suggestion was made that, because the lighting over the steps at the north end of the building is rather low, white lines should be painted along the edges of the steps. This would make it easier for people to see the steps in the evening and at night.
15. The Chairman will discuss this matter with the Area Supervisor.
16. Emergency Exits The emergency exits in Finance and in the Registrar's Office are now unlocked during working hours. This will allow people to re-enter the building if, in the event of an emergency, the stairs or outside door become impassable.
17. W.C.B. - Safety Program Evaluation Training Seminar The seminar will now be held in the week commencing May 7, 1984. It is recommended that at least one senior administrator from each Department attend. A copy of the course outline is attached as Annex A to these Minutes.
18. Fire Safety & Prevention Course This course, co-sponsored by the Fire Commissioner's Office and the Justice Institute of B.C. will be held on February 28 and 29, 1984. The Chairman received notice of the course from the Fire Prevention Officer, Lt. R. Lawrie. Copies of the notice were passed to those present and one has been sent to Geoff Crampton at Employee Relations.

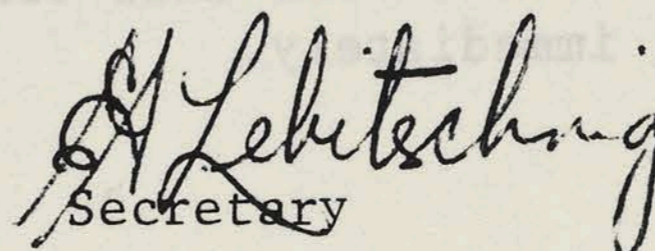
Next Meeting

19. The next meeting will be held on March 15, 1984.

Adjournment

20. The meeting adjourned at 11:06 a.m.


Chairman


Secretary

Employee Relations U.B.C.
253 Northwest Marine Drive

DRAFT
SAFETY PROGRAM
~~AUDIT COURSE SCHEDULE~~
TRAINING SEMINAR

ANNEX A
TO MINUTES
GSAB S, S + FP
COMMITTEE MEETING
8 FEB 84

DAY	STARTING TIME	TOPIC	INSTRUCTOR(S)	DURATION
Mon.	0830	Introduction and Objectives		:30
	0900	I.H. & S. Programs. Review and Discussion		1:00
	1000	Coffee		:15
	1015	Responsibility Structure		1:15
	1130	Define Inspections and Audits		:30
	1200	Lunch		1:00
	1300	Interpretation of I.H. & S. Regulation 4.02(5)		
	1430	Coffee		:15
	1445	I.H. & S. Reg.4.02(5), continued		3:15
Tues.	0830	I.H. and I.S. Systems		
	0930	Coffee		:15
	0945	I.H. & I.S. Systems, continued		2:15
	1100	Evaluation Plan		:30
	1130	The Entry Meeting <i>setting the tone for your dept audit</i>		:30
	1200	Lunch		1:00
	1300	Methods of Data Collection		1:00
	1400	Document Analysis		:30
	1430	Coffee		:15
	1445	Observation (Inspection)		1:45
Wed.	0830	Interviewing <i>(use of video-taped simulations)</i>		
	0930	Coffee		:15
	0945	Interviewing, continued		3:15
	1200	Lunch		1:00
	1300	Questionnaires		2:00
	1500	Coffee		:15
	1515	The Exit Meeting		:15
	1530	Report Writing		:30
	1600	The Post Evaluation Meeting		:30

P.T.C.

D R A F T

AUDIT COURSE SCHEDULE

DAY	STARTING TIME	TOPIC	INSTRUCTOR(S)	DURATION
Thurs.	0830	Implementation Plan		1:00
	0930	Coffee		:15
	0945	Group Project		
	1200	Lunch		1:00
	1300	Group Project, continued		
	1430	Coffee		:15
	1445	Group Project, continued		
Fri.	0830	Group Project		
	0930	Coffee		:15
	0945	Group Project, continued		
	1000	Presentation of Projects		2:00
	1200	Lunch		1:00
	1300	Self Evaluation Systems		1:00
	1400	Summary and Evaluation		:30
	1430	Coffee		:15
	1445	Presentation and Wind-Up		:30