

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

Minutes of the meeting held at 10:30 a.m. November 8, 1984 in the Benefits Programmes Conference room.

Present: Miss Estelle Lebitschnig, Benefit Programmes
 Mr. John Connell, Registrar's Office
 Ms. Penny Monks, Data Processing
 Mr. John Muirhead, Internal Audit
 Mrs. Lisa Reeve, Registrar's Office
 Mrs. Shirley Magnusson, Awards Office
 Mr. Russ Bradley, Canada Post
 Dr. Sandra Bruneau, Admissions
 Miss Sharon Newman, Admissions

Regrets: Miss Donna Brock, Graduate Studies
 Miss Laura Stewart, Accounts Payable
 Mr. John Lomax, Financial Services
 Ms. Cathy Fons, ADCON

Guest: Mr. Tony Herbert, Personnel Services

Minutes of the Previous Meeting

1. Moved by Penny Monks and seconded by John Connell that the minutes of the meeting October 11, 1984 be accepted as distributed.

BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF OCTOBER 11 1984

2. WINDOWS REQUIRED IN ROOM 102H OF THE ADMISSIONS OFFICE. Physical Plant is awaiting approval to begin. Cost is approximately \$280.
3. FIRE EXIT DOORS BASEMENT G.S.A.B. Because of the traffic through these doors and the occurrence of a collision, the President's Advisory Committee agrees that magnetic door devices are a realistic solution. A written letter is forthcoming.
- 4&5. GUARD RAIL NORTH END OF BUILDING AND CENTRE RAIL EXTERIOR STAIRS WEST SIDE Still awaiting reply from Mr. Grant regarding funds for installation. A letter is to be sent to Dennis Haller, Physical Plant, enquiring about funding.
6. EXHAUST FUMES DATA PROCESSING - AIR INTAKE Al Hutchinson of Traffic & Security stated that signs are not effective in

detering vehicles from idling. It was recognized that the prime sources of the fumes are the vans and buses of entertainers using the War Memorial Gymnasium. It was agreed that Traffic & Security be contacted to relocate these vehicles to another area of the parking lot.

7. EMERGENCY LIGHTING

A letter was received from Mr. R. Kullak of Physical Plant regarding the installations required. We are to determine from him the cost and when the work can be done.

8. NO SMOKING SIGNS

Further discussions occurred as to the installation of no smoking signs in the washrooms. The lack of a non-smoking area in the lunch room was discussed. It was decided to contact Rayleen Nash to request a survey of building staff as to whether smoking be permitted in the lunch room.

NEW BUSINESS

9. WCB SEMINAR

Estelle Lebitschnig attended a WCB seminar recently. There will be a short meeting November 22 to distribute and discuss the materials obtained. The building Fire wardens are to be invited.

10. PHOTOCOPIES OF MINUTES

To distribute the cost of photocopying the minutes it was decided that the committee members would photocopy their copy of the minutes for posting on their department's notice board.

11. FUNCTION OF SAFETY COMMITTEE

Mr. Tony Herbert of the President's Advisory Committee discussed the function of the Safety Committees.

- The Safety Committee should have funds from the budget allocated to them rather than obtain funds from the President's fund.
- Physical Plant has some monies available for projects.
- Requests should follow the organizational structure. i.e. to the top of own department who should contact the top of Physical Plant.

- The President's Advisory Committee should be the intermediary between WCB and the University.
- Requests should be made to Physical Plant then the President's Advisory Committee rather than directly to WCB.

NEXT MEETING

12. The next meeting will be held on December 13, 1984 in the Benefit Programmes Conference room.

ADJOURNMENT

E.A. Lebitschnig
E.A. Lebitschnig
Chairperson

John Muirhead
John Muirhead
Secretary