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

Minutes of the Meeting held at 10:30 a.m. June 14, 1984 in the Benefit Programmes Conference Room.

Present: Mr. Russ Bradley, Canada Post  
Mrs. Sandra Bruneau, Admissions, Registrar's Office  
Mr. John Connell, Registrar's Office  
Miss Estelle Lebitschnig, Benefit Programmes, (Chairperson)  
Lisa Reeves, Registrar's Office  
Mrs. Shirley Magnusson, Scholarships  
Miss Sharon Newman, Admissions, Registrar's Office

Regrets: Donna Brock, Graduate Studies  
Jill Darling, Accounts Payable  
Flo Knapp, ADCON  
Mr. John Lomax, Finance Department  
Elaine Poirier, Data Processing

Minutes of the Previous Meeting

1. Moved by Sharon Newman and seconded by Russ Bradley that the Minutes of the Meeting May 10, 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 would be done about the problem of poor lighting around the steps at the north end of G.S.A.B.. It was decided to table this problem until the fall.

3. Information Bulletin. There seems to be no real interest among other safety committees on campus to support such a bulletin as reported by the G.S.A.B. committee members. It was decided not to pursue this any further, that we would continue to post the minutes and also try to use the "Safety Corner".

4. Waste Paper - North End of Basement - The Chairperson reported that she was able to make arrangements with dispatch through Mr. Black to pick up the paper stored in the basement twice weekly and that there should no longer be a problem but if there is a pileup of paper it will be done through a requisition order to Physical Plant.

5. Letter from the Fire Prevention Officer. The recommendations were submitted to all the department heads of G.S.A.B. with only one response. See the attached letter from Mr. Young of the Registrar's office. a copy of this was also sent to the President's Advisory Committee.

6. Changes to Annex A - Copies attached to these minutes plus extra copies for the bulletin boards.

7. (a) Fire Extinguisher Demonstration - This demonstration is scheduled for July 12 @ 2:30 p.m. List of names should be given to Donna Brock.

(b) First Aid Course - This course is scheduled for Friday August 10. There is no list of names yet but will be discussed at our next meeting.

8. The list of staff in the G.S.A.B. who have some CPR or First Aid background will be posted once all the information has been compiled.

9. Safety Committee Meetings - According to the rules of W.C.B. there has to be meetings once a month, so these meetings will continue as always.

10. Admissions - In response to our letter on the conditions in the Admissions office Mr. Young replied on June 11 a copy of this letter also went to Mr. Crampton (President's Advisory Committee). It was decided that at this point there is nothing further we can do but to monitor the situation for future recommendations from this committee.

11. On the matter of exposed wiring Mr. Connell will be reporting back to the committee with the estimates and any other information on what action will be taken.

12. Requested list of committee members to be sent to AUCE has not been done but will be sent before the next meeting.

New Business

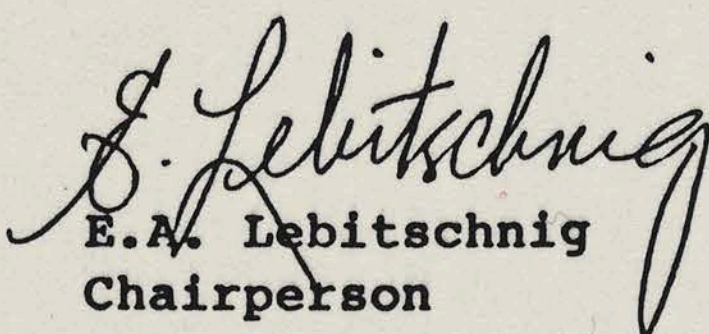
13. The Fire exit doors in the basement should be kept closed at all times. It was suggested that the Chairperson send a memo to the department heads in the basement to insure that these doors be kept closed.

Next Meeting

14. The next meeting will be held on July 12, 1984, in the Benefit Programmes Conference Room.

Adjournment

Shirley Magnusson  
Secretary

  
E.A. Lebitschnig  
Chairperson

## THE UNIVERSITY OF BRITISH COLUMBIA

## INTERDEPARTMENTAL MEMORANDUM

TO	Ms. E. Lebitschnig Chairperson - GSAB Safety, Security and Fire Prevention Committee	FROM	K. G. Young Registrar	DATE	84-06-12	PHONE	3159
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Subject Recommendations from the Fire, Prevention Office, U.E.L. Fire Department.

Reference Your memorandum dated May 24, 1984, with attached letter dated April 11, 1984 from H.A. Crawford, Fire Chief.

The following action has been taken on the three recommendations made by the Fire Prevention Office.

1. Upgrading fire alarm system and increasing the number of heat detection units.

This matter has been discussed between Capt. J.S. Affleck, Fire Prevention Officer and Mr. J.R. Connell, Admin. Assistant, Registrar's Office.

It is understood that, although an increase in the number of heat detection units and an upgrading of the entire fire alarm system are both considered necessary, there are other fire safety projects on campus which bear a higher priority. Upgrading the system, therefore, will not take place in the immediate future.

2. Room 246 - Installation of self closing device on rated fire exit door.

The door closer was installed on June 5, 1984.

3. Room 240 - Copying Centre. Installation of a flammable liquids cabinet.

Ms. T. A. Holness, Area Supervisor, Physical Plant took measurements for installation of a flammable liquids cupboard on June 5, 1984.

/is  
encl.

cc: Mr. R. A. Grant  
Chairman  
President's Advisory Committee  
on Safety, Security and Fire Prevention

Capt. J.S. Affleck  
Fire Prevention Officer  
U.E.L. Fire Department

THE UNIVERSITY OF BRITISH COLUMBIA  
204 - 2075 WESBROOK MALL  
VANCOUVER, B.C., CANADA  
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OFFICE OF THE REGISTRAR

June 11, 1984

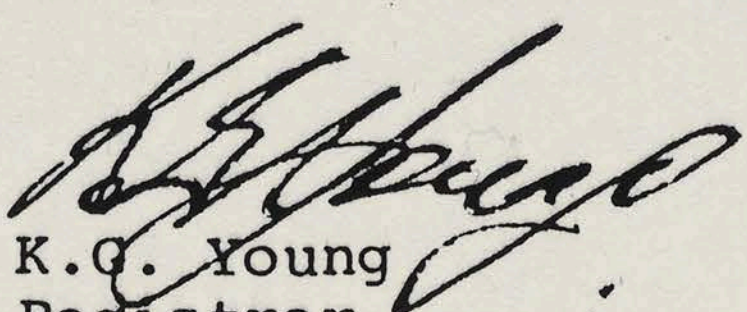
Ms. Estelle Lebitschnig  
Chairperson  
GSAB Safety, Security and Fire Prevention  
Committee  
Benefits Section  
Department of Financial Services  
Campus

Re: Admissions Section, Registrar's Office

Thank you for your recent memo concerning working conditions in the Admissions section.

I am aware of the less than ideal working conditions in this section of the office. However, there is nothing that can be done until the University has capital funds available that would permit the development of alternate space to house the admissions section. A proposal to alleviate the situation has been prepared and is in the President's Office.

On the matter of the exposed electrical cords, a work order was submitted to Physical Plant in April and we are still waiting for action.

  
K.G. Young  
Registrar

KGY:me

c.c. Mr. Geoff Crampton  
Mr. John Connell  
Dr. R.D. Russell

FLOOR WARDENS GSAB

<u>Area</u>	<u>Floor Warden</u>	<u>Office No.</u>	<u>Tel. No.</u>
<u>Basement</u>			
Campus Mail	John Muirhead	68	6311
Awards Office )	Shirley Magnusson	50B	5111
Scholarships )			
Internal Audit )			
Accounts Payable	Jill Darling	40A	2564
<u>1st Floor</u>			
Station U )	Russ Bradley	110	224-5435
Canada Post )			
Registrar's Office, Admissions	Sandra Bruneau	102F	2558
	Sharon Newman	102	3870
ADCON Centre, Bank of Montreal	Flo Knapp	101C	224-1716 Loc. 21
<u>2nd Floor</u>			
Graduate Studies )	Donna Brock	235	3558
Staff Lunch Room )			
	Jean Elko	234	3711
Registrar's Office )	Lisa Reeve	206	2418
	John Connell	232	2256
<u>3rd Floor</u>			
Finance	Paul Bullen	315	2888
Benefit Programmes	Estelle Lebitschnig	312	6871
Data Processing	Elaine Poirier	302	3725
<u>OTHER APPOINTMENTS</u>			
Building Manager, Emergencies	John Lomax	331	2612
Fire Safety Director	Estelle Lebitschnig	312	3350