

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

Minutes of the Meeting held at 10:30 a.m., April 12, 1984 in the Benefit Programmes Conference Room.

Present: Mr. Russ Bradley, Canada Post
 Mrs. Sandra Bruneau, Registrar's Office
 Mr. John Connell, Registrar's Office (Chair)
 Ms. Diane Lawrence, Registrar's Office
 Ms. Estelle Lebitschnig, Finance Department
 Mr. John Lomax, Finance Department

Minutes of the Previous Meeting

1. Moved by Estelle Lebitschnig, seconded by Russ Bradley that the Minutes of the Meeting of March 16, 1984 be accepted as distributed.

Business Arising from the Minutes of the Meeting of March 16, 1984

2. Elevator Stickers. The Chairman stated that the elevator stickers have arrived and have been posted on each floor.
3. Room Numbering. Room Numbering has now been completed.
4. Steps at the North End of the Building. The Chairman reported that he had not yet spoken to the Area Supervisor. It was decided that the matter should be pursued.
5. Information Bulletin. John Connell reported that Geoff Crampton had told him that the President's Advisory Committee on Safety, Security and Fire Prevention saw no requirement for an information bulletin. Apparently few, if any, Committees issue bulletins although some post copies of the minutes of their meeting.
6. It was decided - (a) To approach other committees and see if an interest in having special paper for an information bulletin would be ascertained,
 (b) To post copies of the minutes of the Committee Meetings.
7. Waste Paper - North End of Basement. The Chairman discussed the matter with Lt. Lawrie, Fire Prevention Officer on April 11, 1984. The paper is a fire hazard and should not be stored in the corridor.
8. The Computing Centre sends large amounts of paper out for pulping and the Chairman will ask Norm Wilson, Computing Centre, if the paper in the basement which comes from Finance, could be sent to the Computing Centre for storage prior to pulping.

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New Business9. Meeting with Fire Prevention Officer on April 11, 1984.

In addition to the discussion of paper storage mentioned in paragraph 7 above, Lt. Lawrie and John Connell also toured the Registrar's Office accommodations in the G.S.A.B.

As a result of this tour the following recommendations were made:

(a) Due to the apparent increase in volume of paper storage on every floor, an increase in heat detection units in all the new storage areas is recommended. Indeed the entire fire alarm system could be upgraded to current code standards.

(b) Room 246 - The rated fire exit door is required to have an approved self closing device.

(c) Room 240 - Copying Centre. The Fire Prevention Office has recommended that a small flammable liquids cabinet be custom fitted for this room and that flammable liquids in this room and from the lower floor be stored in same.

11. Election of Chairman and Secretary. As the terms of appointment of John Connell and Sharon Newman as Chairman and Secretary respectively have expired, discussion took place on the election of their replacement.

12. Estelle Lebitschnig was elected as Chairperson for in the period April 12, 1984 to March 31, 1985.

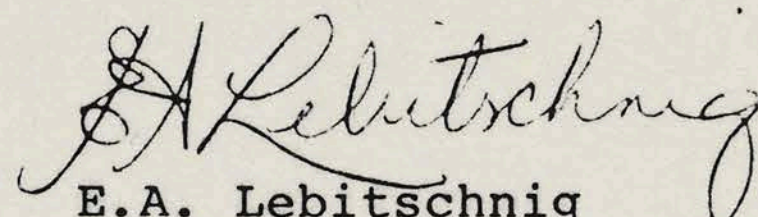
13. Estelle Lebitschnig will ask Shirley Magnusson, not present at this meeting, if she will agree to become the new Secretary.

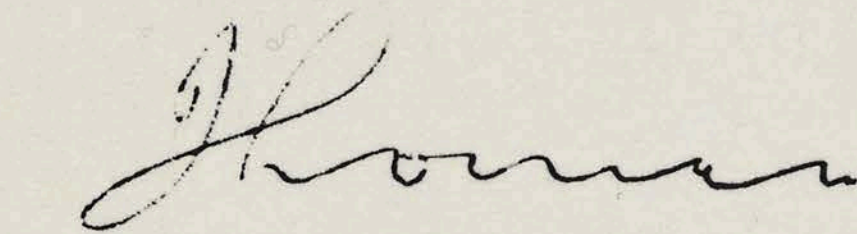
Next Meeting

14. The next meeting will be held on May 10, 1984, in the Benefit Programmes Conference Room.

Adjournment

15. The meeting adjourned at 11:07 a.m.


E.A. Lebitschnig
Secretary


J.R. Connell
Chairman