

Union Copy

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

Minutes of the meeting held at 10:30 a.m. December 13, 1984 in the Benefits Programmes Conference room.

Present: Miss Estelle Lebitschnig, Benefit Programmes
Mr. John Connell, Registrar's Office
Mr. John Lomax, Financial Services
Ms. Penny Monks, Data Processing
Mr. John Muirhead, Internal Audit
Mrs. Lisa Reeve, Registrar's Office
Mr. Russ Bradley, Canada Post
Dr. Sandra Bruneau, Admissions
Mr. Alec Whittam, Registrar's Office

JAN 16 1985

A. P. C. E.

Regrets: Ms. Cathy Fons, ADCON
Mrs. Shirley Magnusson, Awards Office
Miss Sharon Newman, Admissions
Miss Laura Stewart, Accounts Payable
Guest: Mr. Dennis Haller, Physical Plant

Minutes of the Previous Meeting

1. Moved by Lisa Reeve and seconded by Penny Monks that the minutes of the meeting November 8, 1984 be accepted as distributed.

BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF NOVEMBER 8 1984

2. WINDOWS REQUIRED IN ROOM 102H OF THE ADMISSIONS OFFICE.
This project has been delayed due to changes in the Admissions office.
3. FIRE EXIT DOORS BASEMENT G.S.A.B. A note from T. Herbert is forthcoming regarding the recommendation of the President's Advisory Committee. A work order will be issued for this project.
4. GUARD RAIL NORTH END OF BUILDING AND CENTRE RAIL EXTERIOR STAIRS WEST SIDE The center handrail is to be installed in December. The guardrail is under design.
5. EXHAUST FUMES DATA PROCESSING - AIR INTAKE Traffic & Security will instruct trucks not to run their engines by the building when permits are issued. Traffic & Security will respond to any complaints of this type.

6. EMERGENCY LIGHTING Awaiting funding, will be followed up later.
7. NO SMOKING SIGNS No smoking signs will be installed in Ladies Washrooms. Penny Monks will collect the compiled polling of departments as to whether they would like a non-smoking area in the staff lunchroom. This will be brought to the next meeting.

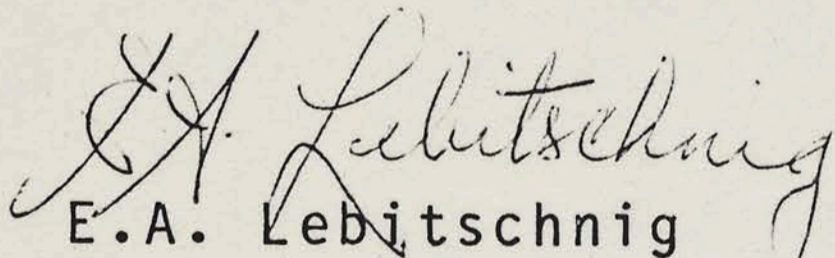
NEW BUSINESS

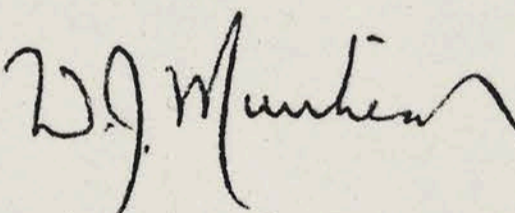
8. SAFETY INSPECTION A safety inspection will be performed in the building on December 31.
9. WORK REQUESTS Dennis Haller of Physical Plant discussed the procedures for requesting work and funds for safety items.
10. SAFETY DIRECTOR Mr. Grant has indicated that in the near future a Director of Safety would be appointed to service the University as a whole.

NEXT MEETING

11. The next meeting was to be held on January 10, 1984 in the Benefit Programmes Conference room, but has been postponed to January 17, 1985.

ADJOURNMENT


E.A. Lebitschnig
Chairperson


John Muirhead
Secretary