

November 19, 1985

LPC Safety Committee

Branko Blazicevic	Cat. Records	4995
Liora Gelbart	Cat. Products	4192
Shirley Graystone	Biosciences Data	3487
Bob Jemison	Audio-Visual	4775
* Deborah Lagueux	Knowledge Network	224-6511
* Shirley Marcus	Human Settlement	5254
Betty Misewich	Cat. Records	2149
R Miriam Nechemia	FEPA	5002
Karen Shaw	Cat. Records	5478
Ann Turner (chair)	Cat. Records	3510

* indicates absence at meeting

R indicates absence with regrets

Minutes of Tuesday, November 19, 1985, Room 221Adoption of the minutes

The minutes were declared adopted as circulated.

A. BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING1. CPR

Karen announced that 72 people had signed up for the course. The initial offer was made with the understanding that "The Occupational Health and Safety Program will be happy to reimburse any individual who successfully completes this course." Recent controversy has arisen about authorities, funds, quotas, etc.

+ Bob MacDonald will let Karen know what the Library Administration decides.

2. Physical Plant Communications

Earlier this morning, Ann and Karen accompanied Mr. M. R. Lang as he investigated the trouble spots in our air conditioning system as outlined in June correspondence.

He committed himself to the following:

- a) Investigate re-positioning the duct in the second floor coffee room (Room 238) to above the smoking area. If that proved satisfactory, closing the return vents or replacing the grates with ceiling tiles would be unnecessary. He mentioned that an electrostatic air cleaner may be worth considering.
- b) Inform Karen where the vent near the vending machines led.
- c) Investigate the supply boots as outlined.
- d) Clean the exhaust fan in Room 237.
- e) Investigate adjusting the dampers immediately closest to the windows to reduce the velocity of air. He cautioned us that closing those dampers would increase the velocity elsewhere perhaps producing a more uncomfortable situation.
- f) Take a reading of air within 3-4 weeks. This will involve checking the quantity of fresh air being brought in.
- g) Find out what time our air conditioning system comes up.
- h) Arrange for a seven day test of heat and humidity in the Biosciences and Slavic units.

He understood there were no minimum humidity standards for offices.

When Karen asked if the temperature settings could be placed closer together to avoid the sensations of being cold and that the thermostats be set to "ON" instead of "AUTO", he explained that the thermostats had been set and locked. He stressed that as long as keys were in the building, Physical Plant would not constantly come to set what we could re-set. If we insisted on having Physical Plant adjust them to our satisfaction, the alternative would be to re-key each thermostat and bill LPC for that service. He asked that we consider the cost and surrender the mysterious keys.

When asked about the spraying in the welding booth, he said it had stopped. That booth was not designed for aerosols. He explained that because a positive pressure is maintained in the building, fumes in the proper spray booth should exit to the negative pressure area (outside).

Karen asked him for a copy of the plans indicating which vents were used for supply, return or "cosmetic" purposes.

3. Fire Safety Plan

Ann reported that Shirley Marcus from Centre for Human Settlement had volunteered to be a warden for the north side of the fourth floor. Bob MacDonald is seeking someone from Knowledge Network to monitor the south side. Karen relayed that Captain Lawrie was in a position to issue an order if this information is not supplied.

Shirley told us that Forestry is vacating the fourth floor.

Knowledge Network will take over their area.

4. Emergency Lights

Karen recounted the steps Audio/Visual Services took to obtain their studio lights. In April 1983, they approached the Fire Department for regulations. When the Fire Department said they needed the lights, the request was forwarded to Physical Plant. After a delay and re-issuing a requisition, the lights were installed by Physical Plant in July-August 1983. According to the minutes, Mr. Grant insisted that because they were required, the emergency lights were not to come from Audio/Visual's regular budget.

Ann advised Shirley to take the same steps.

Bob suggested that if the Fire Department decided that the fourth floor computer room did not require such lights, domestic emergency generators were available.

5. Drape cleaning

There was no record of the drapes being drycleaned, nor was there such a budget.

Ann volunteered to hem the drapes in Room 238.

6. Fourth Floor Doors

Shirley reported that Mr. Haller sent Mr. Meisl to look at the doors on October 25. He discovered that a key had broken off inside the improperly mounted door. He stated he would report the door.

He agreed that it seemed unusual that the other doors were left in a locked position but propped open during week days. Shirley is waiting for his department to report back on this.

7. Elevators

Karen told the committee that Physical Plant sent more signs to be mounted plus a copy of the University's policy regarding smoking. It does not govern foyers and corridors. She suggested that the signs could be placed behind plexiglass. Bob added that attractive anodized aluminum signs were available.

8. Accident Investigation

Liora related that an individual had tried to move a heavy truck with one hand. The angle, pressure, motion, etc., resulted in a twisted and swollen knee.

Ann gave Liora another truck accident to investigate.

The committee made the following recommendations:

- a) Keep a log of trucks involved in accidents by noting their numbers.
- b) Have the head marker begin an instruction program for safe use of trucks.
- c) Begin a truck maintenance program which may include checking for balance, and wheel spacing.
- d) Label hard to handle trucks.
- e) When moving a heavy truck, a person should seek assistance.
- + Liora will report back on the second investigation.
- + Ann will discuss the maintenance program with Bob MacDonald.

9. Air Filter

Karen read the WCB report concerning the filter submitted by Audio/Visual Services. Found were traces of aluminum, barium, calcium, copper, iron, magnesium, manganese, and zinc. (i.e. Readings between 0.008-0.9%, calcium at 8.3%). The following had readings of less than 0.1%: beryllium, cobalt, chromium, indium, lithium, molybdenum, nickel, antimony, selenium, and vanadium. Mr. Chessor's letter stated:

"The metals of greatest concern from a health standpoint are lead and cadmium. ... In summary, the results of the analysis for metals on this dust are not at all alarming."

The readings for those two elements are: cadmium -- 0.008%, lead -- 0.3%.

Bob understood it was the original filter installed before Audio/Visual Services opened. He had no knowledge of them being changed before this spring.

10. Fire Drills

Karen reported that in LPC's history no fire DRILLS had been arranged. The alarms have always been tripped for legitimate reasons.

The committee stresses that alarms **MUST BE TAKEN SERIOUSLY!** Everyone must evacuate the building at those times -- NO EXCEPTIONS.

If the committee wants to have a drill, they will set it up with the Fire Department and give advance notice to those who work in dark rooms and TV studios.

11. Eye Care

When the VDT glasses were offered to Karen, she understood they were UV400 lenses. Upon further investigation she discovered they were Bollé Irex lenses. Like the UV400 lenses they protect eyes from harmful ultra violet and infra red rays. The difference is that Bollé Irex lenses have the protection in the colour which cannot be changed. UV400 lenses use a different material which can be ground to a prescription and/or dyed for individual requirements.

Although the tested glasses cut down the glare, people did not like the yellow colour. Further, they found them difficult to use when constantly referring between the screen and paper.

Karen announced that the "flip up" model had just arrived. They are being kept beside the Safety Suggestion Box on the second floor for anyone who would like to try them.

B. NEW BUSINESS

1. Washroom Doors

Liora reported that the doors in the first floor ladies' room would either not close or not open. Although she
+ reported this to the receptionist, Liora will follow up on the progress and report back.

2. Suggestion Box

a) The present efficiency study provided no time to wet mop the washroom floors. There was concern that those floors must be washed frequently to maintain hygiene standards.
+ Ann will discuss this with Bob MacDonald.

b) There were loose tiles in the men's washroom. Branko reported that this had been fixed.

c) Many lights in the northeast corner of the second floor were being left on all day and night. It was suggested that if the University was serious about saving money they could begin by turning off some of the lights. Members of the committee speculated that either the lights were there for security purposes, or perhaps, the controls were hidden in the walls.

+ Ann will ask Bob MacDonald about this.

d) One person requested we invest in humidifiers. The dry air caused sore throats, headaches, itchy eyes, etc. We remembered that Betty used a humidifier until it broke. Margaret Pahr left one in the English language unit. Branko suggested that it be used where necessary.

e) The janitorial service, especially in the washrooms, has declined to dangerous levels.

We understood that one person is now doing the work which two or three others once did well.

Efficiency studies allow the janitor 32 seconds to clean each washroom stall; 9 minutes to do all the other tasks in attempt to maintain each washroom. The counters, walls, mirrors, etc. are not being washed. The paper products are not being replenished. The garbage cans are being changed every second day instead of daily. It was pointed out that our janitor works in a routine and organized manner but is pressured to meet time standards instead of hygiene standards. Ann asked that all related complaints be channelled through Sue Ziggiotti.

3. Cluttered passages

Shirley Graystone pointed out that mail bags block the doors near the loading dock. Karen understood that WCB had regulations about clear access to exits.

- + Karen will ask Joyce Davidson to mark off a passage way and ensure the area is kept clear of mail bags.

4. Crates

Since the last meeting, the satellite dish on the roof has been replaced by an antenna. The crew responsible for the installation left the crates in the southwest stairway. Men from Biosciences disposed of the menace. We appreciate their efforts to maintain the safety of those working here.

5. Paint fumes

Shirley told us that painters were in her area for several days. The fumes not only affected those working in her offices but the painters had streaming eyes. We reminded ourselves that Physical Plant will not give advance notice of work schedules. The only consolation we had was assurances from the Occupational Health & Safety Office which said a less toxic paint will be used in future.

NEXT MEETING

Tuesday, December 10, 1985, 2:00, Room 221.