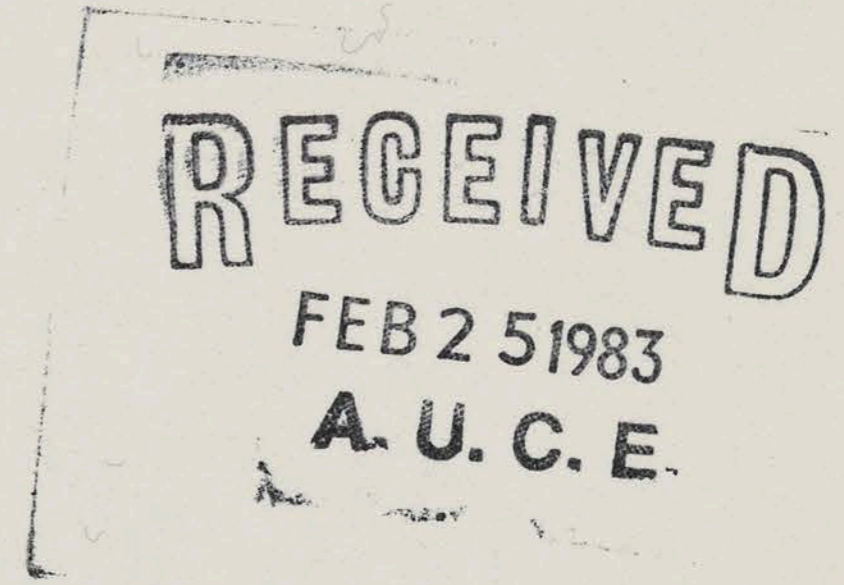


G.S.A.B. SAFETY, SECURITY AND FIRE PREVENTION COMMITTEE

Minutes of the Meeting held at 10:30 a.m., February 10, 1983 in the Graduate Studies Conference Room.

Present: Mrs. D. L. Anderson, Registrar's Office
Mr. R. Bradley, Canada Post
Ms. D. Brock, Faculty of Graduate Studies
Mr. J. R. Connell, Registrar's Office (Chair)
Mr. S. Lappin, Campus Mail
Mr. J. Lomax, Finance
Ms. S. Magnusson, Awards Office
Ms. J. R. Nash, Faculty of Graduate Studies
Ms. S. F. M. Newman, Registrar's Office



Responsibilities of Committee

1. Notes covering responsibilities of safety, security and fire prevention committees were sent to members with the agenda.
2. J. R. Connell mentioned the notes and pointed out that Department Safety Committees operate under Section 4 of the W.C.B. Industrial Health and Safety Regulations.
3. The Committee agreed that the major functions of the Committee would be prevention, training and reporting.

Composition of Committee

4. It was felt that the most effective composition of the Committee would be two representatives from each floor of the building. J. Lomax stated that he would ask Data Processing for a representative to fill out the complement for the third floor.
5. The initial organization of the Committee would, therefore, be as follows—

Basement	-	2 members
First Floor	-	2 members
Second Floor	-	3 members
Third Floor	-	2 members

6. Rayleen Nash then presented her resignation as the present Committee has four representatives from the second floor.

Election of Chairman and Secretary

7. A vote was taken and J. R. Connell was elected Chairman and S. F. M. Newman as Secretary.
8. It was decided that the term of office should coincide with the University fiscal year. The officers just elected will, therefore, serve until March 31, 1984.

Title of Committee

9. The Committee will be called the G.S.A.B. Safety, Security and Fire Prevention Committee to reflect all aspects of our concerns.

Safety Program

10. It was agreed that the Committee should encourage an awareness of safety procedures.

11. The Chairman will recirculate the University memo on "Procedures in case of accidents on campus".

First Aid Boxes

12. The Committee must be aware of the location of First Aid boxes in the building. Boxes should be checked for completeness of contents. The Chairman will issue Department Heads and Committee members a contents list for First Aid boxes.

First Aid Training

13. The Chairman will check on the possible availability of first aid training for anyone interested. He mentioned the memorandum sent to Chairpersons of Department Safety Committees on free C.P.R. Instruction offered under the auspices of the Workers Compensation Board. A copy will be given to each member.

Security

14. General discussion on security took place. It was considered that the Committee should be concerned with the security of U.B.C. property, personal property and information. It was felt, however, that whilst the latter is mainly the concern of Department Heads, everyone in the building should be frequently reminded of the possibilities of theft.

Fire Prevention

15. The Committee will be responsible for familiarizing the occupants of the building with the location of fire alarms, extinguishers and emergency exits. There was some concern about the absence of an exit at the bottom of the stairs from the third floor. The Chairman will check into the possibility of having a sign installed. A sign should also be located in the basement re wheelchair access. The Chairman will check on this.

16. Fire Instructions and Instructions concerning action to be taken in the event of a bomb threat will be drafted and sent to Department Heads for distribution.

Accident Reports

17. Mr. Lomax expressed a concern that he should receive copies of all completed accident report forms. It was suggested that the Director, Employee Relations, be advised.

Unsafe Condition

18. D. Brock mentioned that a member of the Graduate Studies staff had slipped on a wet floor and had hurt herself. The Chairman will discuss the removal of this hazardous condition with the Superintendent, Custodial.

Pamphlets Library

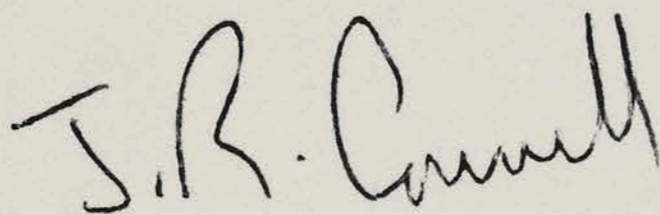
19. The Chairman suggested that we should have a central library with pertinent information available to anyone interested. He will find a location for the library and will inform all concerned.

Next Meeting

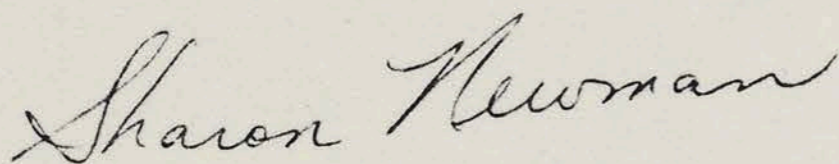
20. It was decided to meet the second Thursday of every month at 10:30 a.m. The next meeting will be on March 10, 1983.

Adjournment

21. The meeting adjourned at 11:17 a.m.



J. R. Connell
Chairman



S. F. M. Newman
Secretary