

October 8, 1985

A.U.C.E./C.U.E.
CAMPUS MAIL

LPC Safety Committee

Branko Blazicevic	Cat. Records	4995
Gresham Bradley	Knowledge Network	224-6511
Liora Gelbart	Cat. Products	4192
R Shirley Graystone	Biosciences Data	3487
* Shirley Marcus	Human Settlement	5254
R Betty Misewich	Cat. Records	2149
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, October 8, 1985, Room 221

Adoption of the minutes

The minutes were declared adopted as circulated.

A. BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING.

1. Physical Plant Communications

Although Karen understood from Mr. Lang's Sept. 10th phone conversation that he would send written answers to her letters and would investigate our air conditioning/heating system concerns in September, she received only correspondence with an explanation of the roof-top exhaust ducts.

- + Karen is to contact him to find out if there was a misunderstanding and to remind him to investigate our concerns.

2. Fire Safety Plan

Ann discussed the need of fire wardens for the fourth floor with Bob MacDonald. The committee awaits his decision before submitting the Fire Safety Plan to the Fire Department.

3. Emergency Lights for the Computer Room

Bob MacDonald told Ann that Physical Plant should be contacted to install emergency lighting in the fourth floor computer room. Because the person who was directly involved when Audio/Visual Services received their emergency lighting + is no longer on campus, Karen is researching the steps taken and will report on this in November.

4. Curtains

At the time Liora spoke with Bob Black about the LPC curtains, he said:

- a) Although LPC is 6 years old, it is still considered a new building.
- b) There is no budget for cleaning the curtains.

When Liora checked with the first floor receptionist she found that the records go back for only one year. During that time there is no record for such dry cleaning. Those from the rest of the building agreed the curtains have had no attention since they've moved in.

Branko recalled that the committee previously requested that the curtains be dry cleaned. Some committee members remembered that those in the second floor coffee room had been removed for that purpose. Those drapes are in bad need of hemming now.

+ At the November meeting Karen is to let the committee know:

- a) the date of and response to our request that all the curtains be dry cleaned.
- b) the date the coffee room curtains were cleaned.
- c) steps taken to hem those drapes.

When one committee member suggested that the drapes be vacuumed to remove the dust, Ann reminded us that we do have a vacuum cleaner. No decision was made concerning whose job description covered this task.

5. Inspections

Karen distributed lists of this committee's inspections. Liora confirmed that the first floor was inspected early in 1984.

The committee agreed to inspect Rooms 21 + 40 and the corridors of the basement after the November meeting, then the second floor after the December meeting.

Liora reported that, with the exception of the southeast fire door, all items needing attention of the fourth floor had been looked after. Karen responded that Bob Black had agreed to investigate and repair the improperly mounted + door. This will be confirmed at the next meeting.

Miriam announced that the fridges were now clean.

Concerning the locked doors on the fourth floor -- Ann said she advised Shirley Graystone to write to Dennis Haller.

6. Investigation Reports

Because there were questions regarding the WCB's Employer's report of injury or industrial disease (known also as WCB's "Form 7's") and UBC's investigation report forms, Karen consulted with Dr. Greene and other departments within LPC.

a) Form 7's:

- i) The Library portion of LPC will submit the reports to Erik de Bruijn who will forward copies to the Occupational Health and Safety Office.
- ii) All other departments which work for UBC must submit the WCB Form 7's directly to the Health and Safety Director (no longer to Personnel Services).

*** Note the new address:

Dr. Wayne Greene
Occupational Health and Safety Office
Room 209
Old Administration Building

- iii) The United Nations and Knowledge Network are not employed by UBC. They have separate insurance policies and would submit their accident reports to their employers, not to Dr. Greene's office.

b) Accident Investigation Reports:

Dr. Greene said that because LPC is a UBC building, any accident which occurred here, no matter who was involved, must be investigated by our committee and an investigation report filed in his office.

7. Elevators

The committee noted that although Physical Plant installed "No smoking signs" one day, the signs were destroyed the next day.

When Branko suggested that signs be securely fastened at the entrance to the building, Ann pointed out that although UBC had a policy about no smoking in the elevators, she was unaware of a policy regarding foyers and corridors.

- + Karen is to request that Physical Plant install more permanent signs in the elevators and inquire about policies in corridors, etc.

8. Emergency Light Tests

Before referring to correspondence from Reg Service from Physical Plant, Karen told the committee that in a phone conversation he said the testing for our type of lights must be done every three months, not annually, as stated in his letter. He explained too, that it would be impractical for them to give us advance warning of the tests. Instead, he outlined the procedure in writing. Highlights of his September 25th letter are:

"... from a design and operation viewpoint, the building emergency lighting system is completely divorced from the fire alarm system. The only common mode fault which would initiate both systems would be in the event of a fire resulting in loss of building electrical power, in which case both fire alarm and emergency lighting would operate.

In order to alleviate the concerns of building occupants, the following information is provided: -

In those buildings which have battery operated emergency lighting systems (LPC), the batteries are discharge tested annually during which time the direct current illuminated lights will operate together with the normal room and hall lights.

The duration of the test for emergency lighting is a minimum of 30 minutes for a low rise building (<120 ft.) and 2 hours for a high rise building (>120 ft.)."

- + Copies of the letter will be distributed to committee members.

B. NEW BUSINESS

1. Accident Report

Ann told the committee there had been an accident in Catalogue Products on October 1st. She gave a copy of the Form 7 report to Liora to investigate with Nick Omelusik.

- + Liora will present the investigation report in November.

2. Air Filters

The committee noticed that many of the air conditioning filters had been replaced in September. According to the person who was doing the work, it had been a year and a half (February 1984) since he had made the changes. This time around he was changing only those which were exceptionally dirty.

3. Fire Drills

Karen pointed out that those working in dark rooms and making live TV programs would appreciate advance notice of fire drills. Gresham said that his department in IRC is given advance notice.

+ Karen is to notify the Fire Department about this.

4. Fumes

On Thursday, September 19th, several people from Serials reported foul odours. Two people had been suffering headaches all week. The complaint was relayed to Dennis Haller who came immediately. When he arrived he said he could smell nothing although everyone else insisted there was an odour. He agreed to send someone to check on the heating as there were complaints that it was warm and stuffy as well.

On Monday, September 30th, Rooms 411 and 412 were subjected to obnoxious fumes which forced one person to go home ill. (One symptom was a severe headache.) Eventually the odours spread throughout the entire floor. Gresham Bradley presented the committee with a brief account of his experience.

Along with Mr. Lang, he conducted an inspection and confirmed that the source of the odour was from a spray hood in Room 340 of the Audio/Visual Services. This room is directly underneath the two rooms immediately affected. They discovered that the spray hood is vented into the exterior siding. Also discovered were a number of unsealed conduits and air-return vents.

Among the recommendations made by Mr. Bradley were that the spray hood be vented to the roof, not the side of the building and that spraying be ceased until the situation is resolved.

He added that headaches, blocked sinuses and inner ear-aches have been prevalent in his office areas.

It was pointed out that these Knowledge Network offices are in the southeast corner of the building, the same corner where Serials and Room 21 are located. Because of the location and Gresham's findings, some committee members were suspicious that there was some connection. At Branko's recommendation to deal directly with Dennis Haller,

+ Karen will forward a copy of the report to him. If immediate action is not taken we will proceed to further steps.

When Karen suggested that this committee investigate the matter, Ann said that it had already been done by Gresham and Mr. Lang.

- + Ann will ensure that copies of the report are given to Bob MacDonald and Ian Franks.

5. Eye Care

Ann showed the committee two leaflets regarding eye protection and VDT's.

The B.C. Optometric Association recommended breaks from VDT's.

"As a general rule try to periodically shift your vision to look at a distance, leave your station and/or attend to other office duties fifteen minutes during each two hour period of routine terminal operation, or ten minutes per hour during intensive work.

This will actually increase your productivity, reduce errors, and contribute to your comfort at the terminal."

Imperial Optical recommended UV lenses. One lady in Catalogue Records has a pair which she likes. The cost is around \$70.

- + Because Karen has written to both companies requesting more information, she will report as the material is gathered.

6. Resignation

Gresham Bradley explained that because his business takes him away so often, he can no longer give time to our committee. He suggested that Deborah Lagueux, the Knowledge Network receptionist, take his place on the committee.

Ann thanked him for his participation, especially in the recent incident, and for finding a replacement. She added that she is waiting for Ian Franks to appoint a replacement for Gillian Boyd from Audio/Visual Services.

NEXT MEETING

Tuesday, November 19, 1985, 2:00 p.m., Room 221.

*** NOTE ***

The usual meeting date has been RE-SCHEDULED !!!

Because November 11th is a holiday, some committee members have their day off on Tuesday, November 12th.