

December 10, 1985

CUE

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UNIVERSITY EMPLOYEES' UNION (C.U.P.E.)

LPC Safety Committee

Branko Blazicevic	Cat. Records	4995
* Liora Gelbart	Cat. Products	4192
Shirley Graystone	Biosciences Data	3487
R Bob Jemison	Audio-Visual	4775
* Deborah Lagueux	Knowledge Network	224-6511
* Shirley Marcus	Human Settlement	5254
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, December 10, 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. CPR

Because the interest in learning CPR was overwhelming the original offer was modified to include one person from each Departmental/Area/Building safety committee. We are waiting for an answer regarding time for those who are willing to pay for the course themselves.

2. Air Quality

There has been no change in the quality of air since Mr. Lang inspected our building. Of our 8 requests, only the one measuring the temperature and humidity in the Biosciences and Slavic Units was carried out. That test showed the temperature hovering near 20° C while the humidity steadily declined from 40% to 28%. We concluded that the low humidity evaporated the moisture at a rate resulting in the illusion that the temperature was cold.

Karen read a note from a non-smoker in LPC who was inquiring about making this a smoke-free building. Ann asked that a copy be sent to Bob MacDonald. Because the campus policy on smoking is being reviewed by UBC's Occupational Health and Safety Committee, Karen offered to relay the concerns and information between the committees. Ann confirmed that unless a conference room was reserved, non-smokers could use those spaces for their breaks.

3. Fire Safety Plan

Ann announced that the Fire Safety Plan was activated and ready for printing. This will be completed when the second warden is named for the fourth floor.

4. Drapes

Ann explained that the filament used to hem the drapes along the west wall of the second floor had disintegrated (perhaps because of the sun). Ann announced that Bob MacDonald is making arrangements with Physical Plant to have those drapes commercially hemmed.

5. Fourth Floor Doors and Computer

Shirley Graystone told us that she had no answer from Physical Plant about the doors since Mr. Meisl's visit in October.

Shirley related an incident from November 18 when their computer overheated. Although it took an hour for her to reach Trouble Calls, and, although the heat triggered an alarm in the power house, Physical Plant answered only today (December 10). When she spoke with Bob Black about the delay, he insisted that there was "not enough staff". Shirley explained that the problem turned out to be a damaged fan belt. The committee agreed that such a problem should not have to wait such a period of time for attention or repair. Perhaps spare parts could be stored close at hand?

- + Shirley will write to Dennis Haller about the matter and send a copy of the correspondence to Bob Black.

6. No Smoking Signs

The committee will ask Bob Jemison to price anodized aluminum signs for the next meeting.

7. Truck Maintenance

When Ann discussed truck maintenance with Bob MacDonald, he recommended that W-D-40 be used on problem wheels.

8. Washroom Floors

Ann reported that since she spoke with Bob MacDonald about the floors they have been washed. Karen understood that the task was no longer part of our regular janitorial service but considered extra work. Because it is no longer on our janitor's time sheet, he must be taken off "The Program" to do this work.

Shirley pointed out that the conditions on the Fourth Floor were bad too. Those who work there have been unable to get the regular floors washed. Dust is blowing around.

Other parts of LPC have complained about dirty floors, salt, etc. Ann emphasized the importance of sending all complaints through Bob MacDonald's receptionist, Sue Ziggiotti.

9. Lights

Ann relayed that the lights in the northeast corner of the second floor are probably security lights.

10. Humidifiers

Branko will examine the humidifier in the English Language unit and set it up in the Slavic unit for a while. Ann stated that the machine could be moved as the necessity arose.

We were reminded that one report stated we had adequate humidity. When Betty agreed that it may be adequate for an ordinary office but not where masses of paper were stored or constantly moving, Karen referred to a report dealing with design criteria for libraries and museums.

"Relative humidity is held below 55% rh. Room temperatures are held within the 68° to 72° F (20° to 22.2° C) range."

"Archival libraries and museums should have 85% NBS air filtration, a relative humidity of 35% rh for books, and temperatures of 55 to 65° F (12 to 18.3° C) in book stacks and 68° F (20° C) in the reading room. ..."

"Art storage areas are often maintained at 65 to 72° F (18.3 to 22.2° C), or lower, and 50% rh ($\pm 2\%$). Stuffed fur-bearing animals should be stored at about 40 to 50° F (4.4 to 10° C) and 50% rh for maximum preservation; fossils and old bones will keep better at higher humidities."

"One will reach the desiccation point for microfilms and magnetic tapes if the relative humidity is allowed to drop below 37% rh. This then becomes the lower limit for relative humidity in libraries, with the optimum humidity just above this point to minimize paper deterioration due to humidity."

The report indicated that people may feel pleasantly comfortable at about 68° F (20° C) with humidity at 50% r.h.

+ Karen will send a copy of this report to Mr. Lang.

11. Mail Bags

When Karen and Joyce Davidson discussed the matter of the passageway between the southwest stairwell and exit being blocked with mail bags, Joyce agreed to monitor the times of arrival and removal of the bags. She agreed to keep the area clear. When Karen suggested that the area be taped off as WCB recommended, Joyce replied that if those who delivered the mail were not concerned about keeping the passage clear in the first place, they wouldn't pay attention to the tape either.

B. NEW BUSINESS

1. Accident investigation

Betty reported that she and Karen investigated an accident where one person received a giant splinter through the finger. When they went to the site they discovered portions of the stairwell railings had rough and loose pieces of wood despite recent sanding and oiling. In some cases the wood was damaged from saws or moving cables.

Karen mentioned that someone tried to remove the splinter with the tweezers in the first aid box. Because those tweezers did not function, Karen recommended that they be replaced and needles for removing splinters be added to the kit. Ann agreed to replace the tweezers but said needles were not standard equipment for first aid kits. Ann and Branko pointed out that for an injury the size of the one reported no one should take chances at removing such a large and shattered splinter but should go immediately to the Emergency Ward.

2. Visor

A yellow eye shade from Lynn Copeland was presented to the committee. It cuts down overhead glare while working at the terminals. Karen will place it beside the first aid kit on the second floor for anyone to use. Comments are welcome.

3. Basement security

Because of isolation, poor communication and recent thefts, there has been concern for those who work in the basement. The committee discussed several solutions, all unsatisfactory. Ann recommended that the doors be kept locked if the workers feel frightened.

4. First Aid Kits

Karen inquired whether there was a first aid kit designed especially for those working in graphics studios or with power tools.

- + Karen will inquire at the Library's main office and the Occupational Health and Safety Office and report back.

5. Annual Review

- + Branko offered to review the work of the committee and give a report. Karen will supply him with the documents.

6. Safety Inspection

On the 19th of November, Ann, Bob, Branko and Karen inspected the LPC basement.

Ann has requested additional heat for Room 21 which is extremely cold, (usually 66°, often 59-62° F). She will speak with Don Dennis and Bob MacDonald about having the blue crate removed from the southwest corner.

Karen will ask Sue Ziggiotti to notify Physical Plant about:

- a) replacing the cover over the emergency light near the southwest stairwell.

- b) replacing the light cover at the north entrance to the basement.

- c) removing the leaves from the same entrance.

- d) cleaning and sealing the telephone door in the north elevator.

Our compliments to the keepers of Room 40. The industrial shelving was especially neat!

While we discussed the safety aspects of closed in or open bases of stairs, Branko found a stolen wallet stashed underneath the stairs. It was returned to its owner.

This incident raised many comments and questions. The committee is aware of procedures in reporting a theft but disappointed that incidents of thefts or recovery are not reported throughout the building. When the thefts are reported to Traffic & Security we understand they are not interested and the RCMP are too busy to investigate. The committee would like each theft and recovery noted in the minutes.

- + Karen will provide a list of people who should be notified in such a crisis. This list will be made available to committee members, department heads, etc. in LPC. The procedure for notification will be worked out later.

7. Next Inspection

The committee agreed to meet December 17th at 2 p.m. to inspect Floor 2.

NEXT MEETING

Tuesday, January 14, 1986, 2:00, Room 221.