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

May 13, 1986

LPC Safety Committee

	Branko Blazicevic	Cat. Records	4995
R	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
	Miriam Nechemia	FEPA	5002
(C)	Nadine Schultz Baldwin	Serials	5038
	Karen Shaw	Cat. Records	5478

* indicates absence at meeting
 R indicates absence with regrets
 (C) indicates Chairperson

Minutes of Tuesday, May 13, 1986, Room 221

A. BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING

1. Washroom doors

Karen reported that Physical Plant had neither repaired the doors in the first floor ladies' room nor give a reason for the delay. Nadine will send a memo to Physical Plant.
 (Nadine)

2. LPC air quality study

The committee reviewed the Western Mechanical Services' report forwarded to us from Physical Plant. Karen will write to Mr. Lang requesting that the technical language be translated enabling us to understand it and inquiring what action will be taken with the results of the report.

(Karen)

The report is available from any member of the committee.

3. Fire Safety Plan

The committee looked over the latest draft of the fire safety plan and recommended the following changes:

- a. Number all inserted pages.
- b. Code the break glass stations as B, not BG, on the UELFD key plan symbol index.
- c. Colour the floor plans and symbol index of the master copy and the secretary's copy.
- d. Mark the routes of egress.
- e. Indicate the meeting points.

With the exception of the second floor, the committee decided on the exit routes and meeting points. Karen is to ask Ann Turner for that information for Catalogue Records.
(Karen)

Branko pointed out that the emergency lights and flashlights were not on the floor plans nor in the text. Since those were areas where the fire department gave us the information we concluded they had overlooked the matter.

When he asked if the fire safety director's many phone calls during an emergency could be delegated, Nadine said the calls had to be made in a certain order.

When Karen has polished the details, Nadine will submit the plan with a covering letter and give copies for the secretary's and chair's files.

(Karen and Nadine)

4. UBC smoking policy

The committee looked over "The clean air policy", a draft proposal prepared by a subcommittee of the University Health and Safety committee.

When one member commented that it was odd to sign where smoking was permitted instead of the reverse, Karen told them the subcommittee tried to create a positive attitude.

The committee made the following recommendations:

- a. Move the vent to above the "Smokers' Table" in the second floor coffee room.
- b. Encourage people to resolve the tension among themselves, perhaps by having non-smokers and smokers taking shifts in the coffee room.
- c. Have those who want to complain about smoke go to the person responsible for safety instead of to the director or supervisor who may smoke. True, the person responsible for safety may smoke too, but such a route may reduce conflict.
- d. Install proper venting in all LPC coffee rooms.

When Karen suggested that the entrances to the buildings be signed, Nadine felt the policy should be posted at the University's gates.

Karen was instructed to ask the University Health and Safety Committee the following:

a. What financial support is there for smoking areas? (signing, ventilation, etc.)

b. When will the "clean air policy" come into effect?
(Karen)

5. Accident investigations

Nadine reported that the foot-driven stapler involved in a recent accident is being replaced. The supervisor is getting quotes for another machine.

(Information)

Karen is still to talk with Ann Turner about the installation of a wall switch in the second floor coffee room.

(Karen)

Nadine presented an accident report involving a bruised hand. She did not think the incident warranted an investigation.

(Information)

6. CBC sick building programme

Karen has received no response from her letter.

7. Sick rooms

Karen said the university does not have a formal policy regarding sick rooms. Their informal policy is that those who are sick are to be sent home. Until they are able to leave, they are to be kept in the department head's office or under the supervision of the department head. At this time the university does not wish to establish a policy where sick rooms are to be used as holding areas. More first aid rooms will be set up across campus.

(Information)

8. Main entrance

The broken glass ceiling was repaired in April.

(Information)

9. Fourth floor doors

Shirley reported that a man from Mr. Meisl's office had looked at the lock near the Knowledge Network coffee room. She understood he may change that lock.

(Information)

10. Safety inspections

Bob will review the items from the third floor inspection and report on the progress at the next meeting.

(Bob)

Karen has recently discussed safety inspections with UBC's hygiene officer, David Bell. She will elaborate at the June meeting.

(Karen)

B. NEW BUSINESS

1. Departmental/Area/Building Committees

Karen asked the members to review the Terms of Reference document from the Occupational Health and Safety Office and give written comments to her for the May 27th meeting. She will let them know of any changes.

(Karen)

2. Lock-out procedures

Each member received lock-out procedures for "hard-wired" machines.

Bob reported that he had checked the mechanical room and determined that all plugs were visible.

Nadine told the committee that all directors had been given copies of the document. Because they were familiar with their equipment, she will let them respond to the Occupational Health and Safety Officer.

(Information)

C. OTHER BUSINESS

1. Correspondence

Nadine will answer the letter from the Fire Department. Since their tour, Bob MacDonald sent letters to all directors to remove material from the stairwells, etc.

Shirley advised Nadine to consult Deborah Lagueux about the metal units near Room 424.

(Nadine)

2. Radiation concern

Because of the recent nuclear accident at Chernobyl, concern has arisen about reviewing shipments from Russia. Nadine reported that she had taken 2 shipments of mail, including a journal from Kiev, to the radiation protection officer. Mr. Zea's tests indicated the material was safe. Nadine added that those wanting something tested should phone Mr. Zea to ensure he was at his office.

(Information)

3. Suggestion box

The box contained a note of praise to the janitorial staff

who have recently washed and polished our floors. Karen will pass our sentiments onto Physical Plant in the form of a letter.

(Karen)

Some committee members were concerned that dry mopping was done while we were still at work. The disturbed dust (caused when the mop is shaken) is especially unpleasant for those with allergies. Short of directly instructing the janitor we didn't know^{how} to convey our objections. Some felt that to discourage the work would lead to the previous intolerable conditions. One member suggested the janitors be encouraged to use vacuums to trap the dust.

(Information)

NEXT MEETING

June 10, 1986 at 2 p.m., Room 221.