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August 13, 1985

LPC Safety Committee

R	Branko Blazicevic	Cat. Records	4995
*	Gillian Boyd	Audio-Visual	3621
*	Gresham Bradley	Knowledge Network	224-6511
R	Liora Gelbart	Cat. Products	4192
	Shirley Graystone	Biosciences Data	3487
R	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, September 10, 1985, Room 221

Adoption of the minutes

The minutes were adopted as circulated.

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

1. Correspondence

Karen reported that Mr. Lang phoned today in response to her letters to him and Mr. Haller. He offered to send written answers later in the month.

The letter to Mr. Haller resulted from a 1984 WCB report and Mr. Haller's tour with the safety committee to the roof. In summary, Mr. Lang confirmed which area each exhaust duct served. Washrooms from each floor, the second floor coffee room (238), the second floor large conference room (237), the fourth floor staff room (408), plus a spare duct are housed together in an aluminum box in the north-west corner. The low flow measurement of the spare duct arises from pressurization of the building. There is a smaller duct in the northeast corner which leads to the fourth floor conference room (424). Although it had a fluctuating reading from 0 to 500 cfm., Mr. Lang agreed to investigate if the users had a problem with the room.

The letter to Mr. Lang had nine requests as a result of Mr. Chessor's May visit, plus two other requests about the air conditioning/heating system. He agreed to investigate each item this month. He seemed concerned that the second floor coffee room was not vented to our satisfaction.

He stressed that as long as anyone in this building had a key to the thermostats, it was impossible to ensure that all of those fans were set to "ON".

2. Fire Safety Plan

- + Ann will remind Bob MacDonald that fire wardens must be chosen for the fourth floor before the Fire Safety Plan can be submitted.

Miriam and Shirley discussed sharing the responsibility. They felt that someone from the north side of the building should be involved as well.

When Shirley pointed out that her emergency duties already included shutting down the computer, she mentioned that there was no emergency lighting in the computer room. Although there is a flashlight, the danger is compounded because one must go up some stairs to get it. Because this room is in the inner core, no natural light reaches it.

Shirley remembered asking for the emergency lights. She could not recall whether it was the Fire Department or Physical Plant who denied the request.

- + The committee thought the need for lights was justified and instructed Karen to review how the third floor studio finally got their lights. She will report back at the next meeting.

Miriam said there were several other offices on the fourth floor without natural or emergency lighting. She inquired if they would be investigated and equipped too.

3. CPR Training

Karen reported that she had information from St. John's Ambulance, Vancouver City College and the UEL Fire Department regarding CPR courses.

For a variety of reasons, Karen recommended the Fire Department's course. When they finish training those from Traffic & Security and the Aquatic Centre, we will be considered first. We expect to be contacted within the next few months.

Miriam reminded us that there are two people trained in CPR and first aid on the fourth floor.

In case of such emergencies the following people may be called:

Terri Seeley	2983	- CPR -
Andrea Lang	4894	- CPR -

4. Curtains

Because Liora was unable to attend this meeting, this item was tabled.

5. Inspections

- + Karen will present a list of dates and places this committee has inspected at the the October meeting.

Betty reported on the recommendations made for the fourth floor. Areas which still need attention are:

Room 497, missing ceiling panel
 Rooms 436 and 436E, unstable bookcases
 SE corner, fire door propped open
 SE corner, improperly mounted door still catching on floor

- + Miriam agreed to check the fridges to determine whether they were dirty or just worn and stained.

The matter of propped doors led to many questions.

1. Whose decision was it to leave the SE door (and 2 other fire doors permanently locked?
2. Who decided to prop them open?
3. Have the fire inspectors complained?

Shirley pointed out that the door in the west corridor which leads to the washrooms is one of those permanently locked for security. On weekends one cannot get back to her office from there because the door is not propped and those present have no key to unlock the door. Further she added, if one were in the northwest part of the building and a disaster struck there (a fire in the stairwell, for example), that person would be trapped as there would be ABSOLUTELY NO WAY OUT!

Shirley suggested that perhaps Knowledge Network decided to have the doors locked for security.

- + Karen is to check with Gresham about the matter.
- + Ann will ask Bob MacDonald for his knowledge concerning the decisions.
- + Karen is to contact Bob Black to have the incorrectly mounted door either fixed or replaced.

6. Floor 7 and the Factory Act

Karen read Bob MacDonald's response to her questions about UBC or Floor 7 of the Main Library being exempt from the Factory Act and under what technicality was Floor 7 condemned.

Portions of the letter which directly answer those questions are:

"The university was directed to improve the conditions or find alternate space."

"Floor 7 was not condemned by the factories inspector, but with the large number of people and the air situation it was considered 'not acceptable' to the standards as defined by the act."

There was no indication that UBC or the Library had an exemption.

Dr. Wayne Greene, UBC's newly appointed Occupational Health and Safety Director, confirmed by phone that UBC was covered by the regulations in the Workplace Act.

NEW BUSINESS

1. Room 21

Karen told the committee that those working in Room 21 reported smelling strong chemical odours, perhaps gasoline exhaust, on August 22. They said this happened several times that month. Although Liora and Karen investigated, they could not locate the source of the odour. These instances will be documented and reported to Mr. Haller at Physical Plant.

2. Investigation Reports

Dr. Greene is designing accident investigation forms. He will distribute draughts to the chair people of the safety committees for their contributions.

Ann explained the necessity of filling out the WCB "Form 7" reports each time there was an accident. She reminded the committee that there was a time limit in submitting the forms or WCB would levy fines. The Form 7's were once sent to Personnel Services before being forwarded to WCB. Copies are sent to our committee for follow up, and for those departments within the Library, copies are sent to Erik de Bruijn's office.

- + Karen is to ask if copies are to be sent to the Occupational Health and Safety Office instead of Personnel Services.

When the new questionnaire is completed after an accident, one copy will be kept in our file and two will be sent to Dr. Greene. He will review them and, depending upon the severity, will choose those to be forwarded to WCB.

- + Although they are tenants of our building but not employees of UBC, Karen is to find out where the United Nations and Knowledge Network are to send their copies of the WCB forms.

3. Debris

- + During the last week of August and the first week of September debris was found in the cold water of LPC. Karen checked with Trouble Calls to find out if there was construction in the area or work being done on the water pipes. They replied that Vancouver City was flushing their mains. Because we were not part of the city proper, it was taking longer for the water to reach us. They claimed the residue was harmless. If the matter did not clear up by September 5th, Karen was to call them back.

4. Elevators

- + Because unpleasant smoking odours linger in the elevators, Karen suggested that "No smoking signs" be placed in both elevators.
- + Karen will inquire what the University's policy is concerning this and request that the elevators be designated as "No smoking" areas.

5. Emergency lighting

Lately when the emergency lights have come on, some people have been concerned that there was truly an emergency but the alarms failed to sound. Karen and Betty related experiences where distressed people had asked them for advice at those times. After investigation, Betty found an electrician who confirmed that he was testing the lights. When Karen tried to get information, no one could confirm or deny there was a crisis. The committee requested that an authority in LPC be notified when the lights were going to be tested.

+ Ann will discuss this with Bob MacDonald.

NEXT MEETING

Tuesday, October 8, 1985, 2:00 p.m., Room 221.