

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

Minutes of the Meeting held at 10:30 a.m., September 15, 1983 in the Benefit Programmes Conference Room.

Present: Mr. J. Lomax, Finance Department (Acting Chair)
Miss E. Lebitschnig, Finance Department
Ms. P. Monks, Data Processing
Mr. R. Bradley, Canada Post Office
Ms. D. Lawrance, Registrar's Office

Regrets: Mr. J. R. Connell, Registrar's Office (Chair)
Ms. S. Magnusson, Awards Office
Ms. S. F. N. Newman, Registrar's Office
Ms. E. Poirier, Data Processing
Mr. K. Roberts, Graduate Studies

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Minutes of the Previous Meeting

1. Minutes of the meeting of August 11, 1983 were distributed to all members prior to this meeting.
2. Moved by Mr. Lomax and seconded by Ms. Lawrance that the minutes be accepted as presented.

Carried

Fire Safety Plan

3. It was decided to postpone discussion of the fire drill until the next meeting.
4. Mr. Lomax stated that he has met with Lt. R. Lawrie to discuss safety and security in Finance. He will report on what was decided at the next Committee Meeting.

Floor Wardens

5. Members will bring names of Department Floor Wardens to the next meeting. A building list will then be compiled and published.

Lighting Outside G.S.A.B.

6. The letter from Mr. Grant concerning parking lot lighting which was attached to the minutes of the previous meeting was discussed. The problem appears to be one for Physical Plant to solve.
7. Lighting in the outside corridor beside the Post Office was discussed and the general consensus was that ^{it} must be well maintained especially during the coming winter months.

Emergency Posters

8. The posters received from Mr. Geoff Crampton of the President's Committee on Fire Safety and Security were distributed to members for posting by each Department in locations where they could best be seen by all staff and visitors.

ADCON - Bank of Montreal

9. No reply has yet been received from Mr. Grant on the possible involvement of the ADCON Centre in our Safety, Security and Fire Prevention Committee.

First Aid

10. Jim Bremner has first aid courses available for eight or more people at a cost of \$25.00 (a course). A list of those who would like to take a First Aid Course should be prepared and submitted at the next meeting.

Re-entry from Emergency Stairwells

11. There is still some concern on what to do in an emergency situation when it may become necessary to re-enter an area through the doors leading to the emergency stairwells. These doors lock and the only access is by key. It was suggested that a list of those in possession of master or submaster keys be prepared.

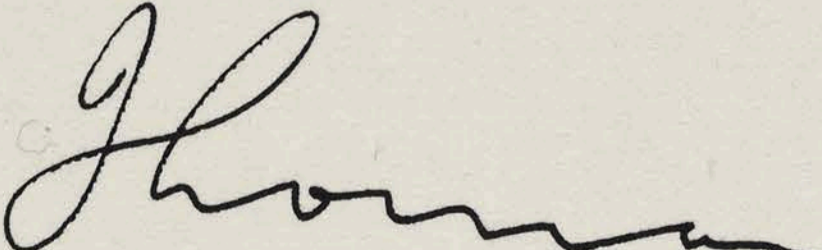
Next Meeting

12. The next meeting will be held at 10:30 a.m., October 13, 1983 in the Benefit Programmes Conference Room.

13. The remaining meetings this year will be -

Thursday, November 10 10:30 Benefits Conference Room
Thursday, December 15 10:30 Benefits Conference Room


Secretary


Acting Chairman