

File Safety Cite
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G.S.A.B. SAFETY COMMITTEE

*Minutes of the meeting held at 10:30 am December 5, 1985 in
the Benefits Programs Conference Room*

PRESENT: Estelle Lebitschnig, Financial Services (Chair)
Shirley Magnusson, Awards & Financial Aid
Laura Stewart, Accounts Payable
Ron Mercer, Financial Services
Sandra Bruneau, Admissions
Alex Whittam, Graduate Studies
Lisa Reeves, Registrar's Office
Sharon Newman, Admissions

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REGRETS: Internal Audit representatives

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

1. Composition of the Committee.

(a) The Committee welcomed back Estelle and reaffirmed her as Chair.

(b) We accept with regret, the resignation from the Committee of John Muirhead, our previous Secretary. John Muirhead informs us he will continue as a Floor Warden if needed. Sandra Bruneau agreed to act as Secretary for this meeting. The Committee agreed to send letters to John Muirhead and John Connell, thanking them for their work.

(c) Estelle will write to Faculty and Staff Services about representation from that area, and to K.G. Young, Registrar, about a replacement for John Connell who has retired.

(d) M/S/C that we send an annual letter to department heads, beginning April 1986, asking them to confirm or appoint a representative from their area for the G.S.A.B. Safety Committee and that a list of significant activities/achievements of our Committee over the previous year be included as part of this letter.

2. Committee approved the August minutes of the Committee.

BUSINESS ARISING FROM PREVIOUS MINUTES

3. Safety Films.

(a) Estelle reported that Dr. Greene will be starting a film catalogue on safety matters, for use by campus personnel. Sharon reported difficulties in both finding and booking appropriate safety films.

(b) The Committee agreed to put off until later the holding of a session with a safety film as the feature. There are some topics which require attention, however, for example, instruction for personnel in the use of new fire extinguishers is necessary, and might be enhanced with an appropriate film.

NEW BUSINESS

4. Report of Parking Lot Accident. Estelle Lebitschnig reported on an accident which occurred in November 22 due to slipperiness of the parking lot ice surface. Five days after the accident, our Committee members investigated and completed the *accident investigation report form* sent by Dr. Greene. One copy goes to the Occupational Health and Safety Committee of U.B.C. (who will forward another copy to the Workers Compensation Board).

5. Committee members noted that for several days in a row, the *temperature conditions* in many of our offices were below acceptable levels. Some areas were affected more than others. This was especially acute on Tuesday, November 12 after the long week-end. Staff were compelled to keep on outerwear while working and/or were released for periods of time to warm up.

6. The Committee received into Correspondence a letter from Rayleen Nash of Graduate Studies who is in charge of hiring and supervising the work of the Lunch Room Staff. Ms. Nash has agreed that Paula and Dorothy can be *Floor Wardens* when each is on duty, and that our Committee should take steps to brief them on their responsibilities in the case of emergencies.

7. Meeting With Floor Wardens. We decided to hold a meeting in February with new and existing Floor Wardens, about one-half hour in length, to demonstrate *proper procedures* in the case of emergencies, as well as *wardens' responsibilities*. It was suggested that we give each warden a hand-out ahead of time. We would like to encourage *two employees* from each area to attend, including Faculty and Staff Services.

8. Shirley Magnusson of Awards reported on some of the *conditions on the lower floor* which require attention: (a) the unsafe condition of the carpet in Room 60, and (b) the fire doors in the basement which tend to get left open, allowing cold air to invade the hallways and offices.

9. Building Safety Check. This is scheduled once more for *December 31 (morning)*. Estelle will see that we get inspection forms, and is sending a letter to all department heads informing them of our visits. Basement (*Lisa Reeves*), Mainfloor: ADCON, Admissions and the Post office (*Laura Stewart and Shirley Magnusson*), Second Floor (*Alec Whittam and Sandra Bruneau*), Third Floor (*Ron Mercer and Estelle Lebitschnig*).

10. Fire Drill. Alec reported his impressions of and concerns about the fire drill held two weeks ago by the fire department. He was concerned that, during the course of the drill, building occupants received no set of instructions from the fire department: no information as to what was happening, when employees could return to the building and so on. The

Committee agreed that we should let the Fire Department know of our concerns. Alec volunteered to draft a letter to them.

11. Broken Glass around building. Estelle reported that she has contacted Physical Plant (Bob Black is the area supervisor for our building) to have the glass removed, yet it remains. Sharon Newman volunteered to phone Trouble-Calls to get some action. Committee members expressed some real concerns about the state of *cleanliness and safety* around G.S.A.B. The building seems particularly vulnerable since there is so much night activity near-by.

The Meeting adjourned at 11:55 a.m.
Next meeting is Thursday, January 9, 1986
Same Time, Same Place

Sandra Bruneau

Sandra Bruneau
Minute-taker

Estelle Lebitschnig
Estelle Lebitschnig
Chair