

CANADIAN UNIVERSITY  
EMPLOYEES  
CAMPUS MAIL

March 11, 1986

APR 07 1986

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

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, March 11, 1986, Room 221

Karen announced that Liora sent her regrets as she was on holidays.

There were no minutes from the February meeting. Instead of a regular business meeting, Capt. Richard Lawrie from the UEL Fire Department reviewed the requirements for our Fire Safety Plan.

A. BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING

1. Book truck catalogues

Karen reported that although Liora had searched catalogues for book trucks with rubber bumpers, it seemed no company had them for sale. Nadine pointed out that trucks are usually ordered through Catalogue Products. She recommended that Mr. Watson be asked to order sturdier trucks.

(Information)

2. Washroom doors

Karen relayed that there had been no action from Physical Plant regarding the first floor ladies' room doors. This item will remain on the agenda.

(Karen)



### 3. CPR course

Nadine told the committee that Patricia Baron had issued a memo to the library staff stating the present course was fully booked. The list of interested people had been forwarded to the Librarian's office who would contact them about spring sessions. (Information)

### 4. Air quality study

The committee understood that the inspection of air conducted by an independent company had been completed. Further, we understood that we would be given a copy of that report. Since we have heard nothing, Karen will request a copy of the report from Mr. Lang. When the committee has reviewed the document, it will be circulated with the minutes. (Karen)

### 5. Fire safety plan

Nadine announced that she and Karen were to meet later in the week to review the fire department's requirements. They would begin by comparing our present fire safety plan with that of the Main Library. (Nadine)

### 6. Drapes

Karen told the committee that the drapes in the second floor coffee room had been hemmed but not those by the Asian Studies unit. Both seemed to have been cleaned recently. She found a requisition for the hemming of the coffee room curtains only. There was no record that the drapes had been cleaned. Karen will ask Bob MacDonald about the cleaning, additional hemming, and for copies of all requisitions that the safety committee initiates. (Karen)

### 7. No smoking signs

Karen recounted that the signs posted in the elevators were taken down shortly after they were posted. Committee members made the following suggestions:

- Install permanent signs.
- Install smoke detectors.
- Install alarms and/or sprinklers.
- Bring this matter to the attention of the fire marshall.

Karen told the committee that the University Health and Safety Committee had appointed a sub-committee to investigate the smoking policy on campus. They were waiting to hear Vancouver city's decisions regarding smoking in public buildings. Karen will keep the LPC safety committee informed about the policy and any changes. (Karen)



## 8. Book truck maintenance program

Members of the committee recommended that one person from each division, perhaps the division head, should periodically investigate their book trucks to ensure they are in good repair. Because trucks move from one division to another, keeping inspection records can be difficult. The committee understood that each division has a copy of a truck list which is coordinated by Erik de Bruijn. During division inspections, this committee will check that a maintenance procedure is being carried out. (Information)

## 9. Triennial review

The committee reviewed Branko's report before he asked for additions and corrections.

They were impressed with his thorough investigation and presentation. Copies of the report will accompany the minutes of those not present at the meeting.

(Information)

## 10. Heat for Room 21

Room 21 is still without heat. Karen will ask Bob MacDonald about the delay and pursue the work order. Karen referred to the following clauses of the Factory Act of the Occupational Environment Regulations:

### 8.003

"Effective provision shall be made for securing and maintaining a reasonable temperature in each office or shop ..."

### 8.004

"In every office and shop in which a substantial portion of the work is done, a temperature of not less than 70° F, measured at 5 feet from the floor, shall be considered a reasonable temperature to maintain while the work is going on, unless authorized otherwise by an Inspector in writing."

She felt this regulation is being violated and added that although working in conditions less than ideal for an hour or so may be tolerable, perhaps reasonable, putting up with temperatures less than 65° F for months, with days at less than 60° F, is beyond reason! (Karen)

## 11. Floor 2 inspection update

Karen relayed that Ann Turner is preparing a written report as a result of our inspection. With the exception of the raised outlets, our recommendations have been completed.

Nadine told the committee that the outlets could be altered by requisitioning a work order. (Information)



## 12. Film reports

Karen distributed reviews of the 3 office safety films the committee had seen in February.

She added that the University Health and Safety Committee had sent her and the chairman of that committee to a session to review 17 American and British safety films. Upon their recommendation, the University has purchased Back Fire which illustrates correct lifting procedures, posture, etc., to prevent back problems. Karen recommended 2 more films for scrutiny: To See Another Day which takes a serious look at office safety, and The Risk Takers which emphasizes healthy safety attitudes. These last two films will be reviewed by the campus committee. Copies of her report were circulated to the committee. Additional copies are available from Karen. (Information)

## B. NEW BUSINESS

### 1. Suggestion Box

Branko presented us with 7 written complaints about the dust and one concerning the washrooms. Nadine will forward the signed complaints to Bob MacDonald for serious consideration.

Karen reported that dry mopping once a month accounts for the dust balls and other intolerable conditions. When the floor was last swept, the dust weighed 140 grams (nearly 5 ounces).

When some members suggested that a vaccum was available for our use, they were reminded that this task does not fall within our job descriptions and would jeopardize the work of others.

Because the conditions are especially bad in the basement and on floors 1, 2 & 4, the committee recommended that the department heads send a memo to Physical Plant to have damp mopping done at least once a month. Nadine will ask Bob MacDonald to issue that memo on behalf of the library portion of LPC. (Nadine)

### 2. Accident reports

Nadine presented 2 accident reports to the committee. The first involved a lady receiving slight burns from a frayed cord on a kettle in the coffee room. Branko and Karen made an initial investigation at the time of the incident. As a result, Ann Turner issued a memo outlining the correct handling of electrical equipment and the necessity to report "near misses". Branko repaired the cord. Because the accident victim narrowly escaped electrocution, Karen will write Physical Plant requesting that the fuse box be labelled in a manner that we can readily understand to

enable us to stop the current. The committee recommended that a wall-switch with a light be installed in the coffee room.

(Karen)



The second accident occurred when one's hand was stapled by a foot driven stapler. Nadine will investigate this and report back.

(Nadine)

Nadine stressed the necessity of reporting ALL accidents immediately. Not only would this protect people, provide records and ensure safe conditions, but it would prevent the university and departments from heavy fines.

(Information)

### 3. CBC's programme on "Sick buildings"

The committee discussed the programme from The Journal regarding "sick buildings" or "closed building syndrome". Although the programme offered no solutions, the committee thought it was worth further investigation. Karen will write to CBC for more information.

When (and if) both parts of the programme are available, Nadine suggested arrangements be made with Audio-Visual Services to present the videos during lunch hour sessions. When Betty stressed the importance of proper maintenance, Nadine announced that the air conditioning filters were changed in February.

Nadine presented an article from The Harvard Medical School Health Letter, V.10, no.11, September 1985 which dealt with the same topic. Copies will be attached to the minutes.

(Karen)

### 4. Pamphlet folder

Nadine announced that she had started a pamphlet folder on safety. To date there was material regarding CPR and safety courses offered through Douglas College. It would be available to interested people.

(Information)

### 5. Men's sick room

When Karen inquired if there was space where a sick room for men could be made in LPC, no one was aware of unused space. Since this has implications which would affect the entire campus, Karen was instructed to ask the University Health and Safety Committee about university practice.

The committee questioned if the Labour code had provisions concerning such facilities.

(Karen)

### 6. Front entrance

Recently two ceiling windows in the front entrance were broken. Karen expects an answer from Bob MacDonald about the cause of the damage and the estimated date of repair.

(Karen)



## C. OTHER BUSINESS

### 1. Smoking in private offices

When one member asked for advice about dealing with smoke from a private office circulating to the rest of the floor, perhaps to the building, the committee made the following recommendations:

- wait for Vancouver city's decision about their smoking policy.
- ask for additional ventilation.

Karen will distribute copies of UBC's present smoking policy.

(Karen)

### 2. Jammed toilet valves

LPC has a history of having jammed toilet valves resulting in water constantly flushing for hours, even days. When the valves jam, one should call Physical Plant Trouble Calls at 2173.

(Information)

### 3. Third Floor Update

Bob reported that the light switch was fixed in the workshop.

He outlined problems of the air conditioner in the print darkroom. It seems the unit frosts up like a refrigerator and blocks the intake. When the ice melts, the tiles bend and water pours into the room. He has been told the problem can not be solved. As a result, those in the area have slipped back a tile to watch for frost build up and unplug the unit when a problem approaches.

(Information)

### 4. Inspection of the third floor

The committee will inspect the third floor after their next meeting, April 8th.

(Information)

### 5. Fire extinguishers

When members asked when we would be given demonstrations for fire extinguishers, Nadine answered that the fire department would make the arrangements once our fire safety plan was accepted.

(Information)

## NEXT MEETING

Tuesday, April 8, 1986, 2 p.m., Room 221.