

WOODWARD LIBRARY SAFETY COMMITTEE

Minutes of the 2nd Meeting, Thursday, 11th March, 1982.

Members present: Debbie Janson (Chairperson)
Marlene Hamakawa
Robin Laine-Kiefl
Yuet Soong

Members absent: Anna Leith (on vacation)
Florence Doidge (sick)

1. It was decided that our monthly meeting would take place in the first full week of the month. The time and day will have to be arranged prior to the meeting because of the shift-duties and irregular day-offs of some members.
2. Since the Secretary was absent due to illness, Yuet offered to take minutes.
3. All agreed with Anna's suggestion that house-keeping items be discussed and dealt with with Sandra, the Library Secretary, outside Meeting time so that we could concentrate on more important and basic aspects of health and safety.
4. Business arising from minutes and follow-ups:
 - a) The general lighting problem is a major issue and requires continuous effort; Anna will follow this up. Debbie will look into the discrepancies between 'Contract permits' but no allotment of budget, e.g. desk lamps can be used as supplementary lighting but no money is available for their purchase.
 - b) After further investigation, Yuet reported the specific air circulation problem: i) Exhaust fumes from loading trucks with running engines rise directly into the Circulation area from the back door. ii) The Library's fresh air supply fan is close to the parking areas, so any running ^{engines} pollute the Library air condition. Robin offered to request the University Graphics Div. for a warning sign.
 - c) Yuet will send out another memo to see how many people want document holders for typing; the last one was lost during circulation. These document holders are designed for postural comfort.

5. New Matters:

- a) Marlene assumed responsibility for either securing the drawers in the Serials Div. counter from falling out or prohibiting their use.
- b) Debbie will make sure that the flash lights are handy and in working order, in case of black-out.
- c) Debbie reported that ^{she was told} a borrower accidentally broke an alarm in the building and it did not ring. She will investigate the alarm system and its connection with the IRC system.

There are two types of fire extinguishers in the Library, water jet and foam. If the water jet is used on an electricity fire the user may be electrocuted, yet there is no label on the extinguishers to clearly indicate their specific use. Yuet, in the last year's demonstration session, questioned the fireman about that and was promised a solution and answer. She has not heard anything yet, so she and Debbie will look into this.

6. Education of staff:

- a) All agreed that new staff should be introduced to the Safety Committee which will orientate them of the safety procedures and devices.
- b) Debbie and Robin will set up an educational awareness quiz for the staff.
- c) Robin will organize a manual containing safety procedures, personal safety measures, etc. and Yuet will collect materials for it, (pamphlets, etc.) from WCB.

Meeting adjourned.

WOODWARD LIBRARY SAFETY COMMITTEE

APR - 7 1982
A. U. C. E.

Minutes of the 1st Meeting, Wednesday, January 13th, 1982

Members present: Florence Doidge, Marlene Hamakawa,
Debbie Janson, Robin Laine-Kiefl,
Yuet Soong, Anna Leith

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1. Anna suggested that she act as temporary Chairman and Debbie volunteered to take the minutes. It was agreed that a Chairman and Secretary be elected at the end of the meeting.
2. Anna noted that the Workers Compensation Board Industrial Health and Safety Regulations do not seem to cover lighting and other concerns of office workers. Florence will find out if there are separate regulations for office buildings.
3. Yuet reported on complaints received from staff members regarding temperature control and air circulation. She pointed out the existence of exposed raised plug box in back work area (other near Florence and Secretary's desks). She also mentioned that the use of document holders for typewriters had been discussed at the last union meeting.
4. There was a general discussion of air and temperature problems. Anna reviewed steps that had been taken in the past to deal with these matters. It was suggested that a memo regarding air circulation concern be sent to Physical Plant. Robin will check with Darlene Bailey (LPC) to find out to whom the memo should be directed. Yuet will try to identify specific air circulation problems. Anna noted that if air intake point is close to delivery door, a sign could be posted asking motorists to turn off engines while parked in area.

Anna suggested that Mr. Watson or another person on campus familiar with lighting be invited to meet with the Committee to discuss any possibilities available for improving Woodward lighting.

Robin suggested that a list be made of staff members wanting document holders. Yuet will send memo to Health asking that they be purchased.

Robin asked about possibility of improving method of informing staff of procedures to follow in emergency situations. It was agreed to discuss this matter at next meeting.
5. It was agreed that Debbie Janson will act as Committee Chairman and Florence Doidge as Committee Secretary.
6. Meeting adjourned.

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