

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

Minutes of the Meeting held at 10:30 a.m., May 12, 1983 in the Graduate Studies Conference Room.

Present: Ms. D. Brock, Graduate Studies
Mr. R. Bradley, Canada Post
Mr. J. R. Connell, Registrar's Office (Chair)
Mr. J. Lomax, Finance
Ms. S. Newman, Registrar's Office
Mrs. E. Nowell, Accounts Payable
Ms. E. Poirier, Data Processing

Minutes of the Meeting of April 14, 1983

1. Minutes were accepted as presented.

Business arising from the Minutes

2. Signs. The Chairman reported that:

- a. The 'Exit' sign at the south end of the basement corridor has been lowered and can now be seen the length of the corridor.
- b. The 'STAIRS' sign has been installed in the 2nd floor hall.
- c. The unlit 'EXIT' signs have been received for G.S.A.B. 206 and will be installed immediately.
- d. All signs are now as approved by the Fire Prevention Officer.

3. Elevator. Donna Brock commented that she had inspected the signs in the basement and that the elevator is difficult to locate and should be better posted.

4. Room Numbers. The memorandum to Mr. R. Black will go out soon.

5. Demonstration of Fire Extinguishers. The date for the first demonstration was decided on as the first Wednesday in June (June 1) at 10:00 a.m. The demonstration will take approximately 2 hours. It was decided that 15 to 20 people should attend.

6. Emergency Procedures. The Chairman reported that rewriting the Library's procedures for G.S.A.B. use had not yet been done. The Committee has also received a copy of the procedures for the Canada Post Office. These will be of help in the preparation of our own procedures.

7. The matter of the stairwell exits and the emergency call card have been taken up with the President's Advisory Committee.



New Business

8. Health Services Telephone Number. D. Brock reported that Bill Rachuk mentioned that the number for Health Services on the emergency card is incorrect for staff use. The Chairman will mention this in his memorandum to the President's Advisory Committee.
9. First Aid Courses. Mr. Bradley asked about the availability of first aid courses for staff. The Chairman will check.
10. Hazardous Conditions. Concern was expressed about the number of cords and cables scattered on the floor of the Admissions Office, G.S.A.B. 100. The Chairman will examine the problem.
11. Broken Glass. Concern was expressed about broken glass on the sidewalks outside the building. The matter was reported to Physical Plant but no action has yet been taken. The Chairman will determine whose responsibility it is to clear the sidewalk.

Next Meeting

12. The next meeting will be held on June 9, 1983 at 10:30 a.m.

Adjournment

13. The meeting adjourned at 10:28 a.m.

Sharon Newman

S. F. M. Newman
Secretary

JR Connell

J. R. Connell
Chairman