

Minutes of the Health and Safety Committee

Thursday, Aug 11, 2011 (at 1:00 pm)

Present: Claire Hardie, John Hardie, Marsha Melnik (chair/recorder), Pauline Walsh, Sean Cumming (Board Liaison)

1. a) Minutes of July accepted. b) Agenda accepted with additions - #5.

2. Communications from the Board:

Sean

- Website: Sean asked John to speak to Isan for his suggestions for what management would find useful to be on the website (eg. Maintenance requests, Board minutes, etc.) Sean also suggested that it would be useful if John could make a short presentation at the next Board meeting (Aug 25).
- Sean gave the go ahead for a 'Clothes Wall Vent Brigade' sign-up sheet in the office.
- The lockers/bulletin board renovation by the office is on Isan's to-do list.

3. Update from the Property Manager:

Marsha

- One way and deliveries signage – to be done by Friday Aug 12 (note: done by Friday Aug 19)
- Defibrillator has been delivered. There is a one hour free training session that we will open up to all residents. The supers and Isan will attend. The Committee suggests the dates of Wednesday Oct 5 or the following Wednesday Oct 12 in the afternoon at 1 pm. The Committee (thank you Claire) will do a flyer to be posted in the elevator. As well there will be a sign posted by the defibrillator in the lobby informing residents of the training.

Claire

4. Newsletter articles: With very short notice, Claire put together 3 pieces for the upcoming Newsletter.

- Health and Safety Committee Update of Activities
- Warning to residents that the automatic door closures for each unit must be functional
- The importance of monthly cleaning of the kitchen wall lint traps (John will put copies in the Meeting Room.)

Sean

5. Non-Smoking By-Law: Sean has finalized the wording for the By-Law to be presented at the AGM. It was suggested that there be explanatory notes attached – Level 1 exclusion (refers to Gothic Ave) and common area means that the balcony is excluded from the by-law.

6. Scheduling of notices and surveys:

Claire

a) After the Newsletter comes out

- Flyer re Lint Trap cleaning - posting in elevators for extra copies available in Meeting Room and about sign up sheets in the office for "Helping Brigade" and "Residents Needing Help"

Claire

b) Floor Captain Survey – distribute to each unit Sept. 15, return by Sept 30, post results in October

Claire

c) Defibrillator Training – sign in elevator, one week prior to Oct 5 training date

Marsha

d) Intercom Survey – November

Marsha

7. Info Changes at Bottom of Agenda

****Pending Decision by Board on our Recommendations:**

1. STOP Sign on Automatic front door 2. Bulletin Board/Pamphlet Rack near mailboxes 3. Condo YCC323 Website
Minutes of past Health and Safety Committee Meetings are on file in the Manager's Office.

Info/Tip Sheets Available in the Meeting Room:

1. Safety and Security 2. Earthquake Info 3. 72 Hour Self-Sufficient Checklist 4. Cleaning the wall lint vent 5. Fire Safety

Next meeting:

Thursday, September 8 at 1:00 PM in the Meeting Room