

Minutes of the Health and Safety Committee

Monday, March 7, 2011

Present: Claire Hardie, John Hardie, Marsha Melnik (chair/recorder), Pauline Walsh

Absent: Sean Cumming

1. a) Minutes of Feb accepted. b) Agenda accepted with addition of item 7.

2. Communications from the Board:

There has been no response from the Board to Committee Recommendations.

**Pauline/
Claire**

3. Fire Department Evening Workshop: Date is still to be determined. (end of March ...) Isan has sent the booking/payment forms to the Fire Department. Claire and Pauline will work on the flyer and the refreshments for the event. Workshop should begin at 7:30 pm.

4. Safety Tips were distributed to each unit to have as a reference.

John

5. Isan purchased two plexi-glass magazine racks from Staples and they have been set up in the Meeting Room. John will speak to Isan about purchasing three more racks. He will also ask about wall mounting and the possibility of having a permanent magazine rack installed by the mailboxes.

6. Bylaw on Smoke Free Building

In response to the Board minutes of October 2010, the Health and Safety Committee is submitting a draft for a smoke free bylaw for the consideration by the Board.

Marsha consulted with Isan and reported that the bylaw would be presented to the Board and then they might proceed by sending it to our lawyer for changes in wording. Then they would present the bylaw at the AGM in October.

Claire

We will add to our draft bylaw that 'unit' does not include the balcony (as defined in the condo info booklet). We recommend that smoking on the balcony be dealt with separately from the main bylaw.

Marsha

Marsha will arrange for this document to be sent to each Board member.

John

7. Emergency Numbers 'business cards': John will suggest content and look into production means and cost.

8. Entry Phone System – Lack of Clarity

Marsha

Marsha will speak to Isan about the issue. It may be useful to survey the residents to see how widespread the problem is. (Survey should identify unit and phone carrier.)

Claire

9. Claire presented the flyer for the Floor Captains Brainstorming Session. The date will be set once the Fire Dept Workshop date is finalized. It was suggested that the flyer be distributed to all units with a reminder posted in the elevators.

Marsha

10. Emergency Use of the PA system: Marsha will speak to Isan – is there a policy/protocol in place.

Next meeting:

Monday, April 4

at 7:00 in the Meeting Room