

## Minutes of the Health and Safety Committee

Monday, Nov 8, 2010

Present: Claire Hardie (1101), John Hardie (1101), Lillian Mierzwa (2504), Marsha Melnik (2403) (chair/recorder), Pauline Walsh (2005), Sean Cumming (Board Liaison), Sydney Mandzuk

1. Welcome to our new Board Liaison, Sean Cumming
2. a) Minutes of Oct accepted.      b) Agenda accepted.

**Sean**

3. Follow-up of recommendations to the Board Meeting
    - A. Vinegar/Baking Soda products for foyer
    - B. Notice in floor garbage rooms
    - C. Delivery signs (all deliveries on Gothic) to be set up on the street
    - D. Health and Safety Website -
    - E. Bulletin Board near mailboxes for Board committees
- Marsha met with Sean to go over these items.

**Sean**

The Committee asks that the line item "Report from Health and Safety Committee" always be included in the Board minutes. If it is not dealt with due to time constraints a phrase such as "deferred to next meeting" could be used.

4. Police Safety Audit is scheduled for Tuesday, November 9 at 9:30 am with PC Russ Golding from Division 11. The Board members were notified and invited to attend. President Jock Galloway, Isan and the Committee will meet in the foyer.

**Pauline**

5. Fire Department workshop is scheduled for November 24 at 2:00 pm. Ron Jones will speak on General Fire Safety and Condo Emergency Procedures. We will decide at the next meeting if we should arrange for an evening presentation (cost about \$300)

**Pauline/Claire**

Pauline and Claire will look after advertising for the event.

6. Non Smoking Initiative Sub-Committee

Marsha reported that a request was made that the "Non-smoking Initiative" Group be a subcommittee of our Committee. Marsha spoke with Gord Hamilton who will be a member of the committee and the Chair of the sub-committee. He will be asked to make a short report at our monthly meetings.

**Gord**

**Claire**

7. Floor Reps - Brainstorming Meeting

Syd reported that the Newsletter will probably come out in early December. So our open meeting will probably be in February. (Claire will do a mock-up of the notice.)

8. 911 access to the building/unit

Sean explained that the emergency services has an emergency number for the building and that the locked box has a key for access to the building. The superintendent can let them into the unit. (In other words, the system works.)

**Sean**

9. 'Emergency' use of the PA system.

What are the procedures for Isan and the superintendents?

10. Pamphlets for possible distribution: Syd brought Fire Safety and Police pamphlets. More pamphlets might be available from the Provincial (Cheri DiNovo) and Federal (Gerald Kennedy) riding offices.

11. Unnecessary use of the automatic door

Syd suggested a clearly worded message to be posted by the access button

See recommendation to the Board below.

12. Info Sheet 72 Hour Self Sufficiency

**Claire** Claire has produced another (in a series) of the Committee's info sheets. She will speak to Isan to  
**Marsha** have them available in the Meeting Room. Marsha will advertise this on the next posted agenda.

13. Emergency Supplies to Have on Hand

**John** John gave a show and tell of sample emergency supplies - wind up radio, solar powered battery and emergency food. He will do a one page list, with pictures, for posting..

14. Updated Terms of Reference to include Health as part of our mandate

Claire passed this on to Sean.

15. Communications: It was agreed that the minutes of the previous meeting and the agenda for the next meeting will be posted on P1/P2/MR (no more flyers to announce the meeting)

ms from last meeting - to be done.

- Lillian/**  
**Marsha**
- a) Toxic cleaning supplies: Lillian and Marsha will speak to Isan about the issue and then make a short presentation to the Board at the November meeting (if they agree).
- Marsha/**  
**Lillian**  
**Marsha**
- b) Discussion: This issue of improperly cleaned containers is not a problem on all the floors. We should target only the problem floors, which could be identified by the superintendents. Marsha and Lillian will speak to Carlos and Isan.
- c). List of Residents Needing Assistance Marsha will ask Isan to put a supply of forms in the Meeting Room and speak to him about a small permanent notice to be posted on P1/P2/MR bulletin boards reminding residents to inform the management office if they are temporarily in need of assistance (post-op, fractures)
- d) "Welcome" Letter for New Residents outlining safety issues  
- check pamphlet distributed by Board last year if this covers the issues

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## Recommendation to the Board:

A sign be posted by the automatic door opener to the foyer (possible wording):

"For security reasons, please use the manual door is possible." With a STOP sign attached.

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*& removal of redundant/unnecessary signage*

**Next meeting:** **Monday, Dec 13** **at 7:00 in the Meeting Room**