

UWO Ceiling Space Access Policy

PURPOSE

This policy is intended to ensure that entrance to ceiling spaces is performed only by UWO employees, or externally contracted employees who have been trained in the proper procedures for accessing and working in ceiling spaces, and who are aware of the hazards which may be present.

RESPONSIBILITY

It is the responsibility of Deans, Directors or Budget Unit Heads to ensure that persons under their supervision who are not authorized for ceiling access, do not enter or breach ceiling spaces.

It is the responsibility of the Director of the Physical Plant and Capital Planning Services Division (PP&CPSD) to ensure that accurate information, with respect to the hazards in ceiling spaces, is made available to UWO employees and externally contracted personnel who are authorized to access ceiling spaces. It is the responsibility of the contracting department (ie. PP&CPSD, UPD, ITS) to ensure that all externally contracted personnel under their supervision are qualified to access ceiling spaces.

Occupational Health and Safety (OHS) will: 1) provide and/or be consulted in appropriate ceiling space access training, 2) provide and/or be consulted on specialized technical services and advice, including any testing and 3) audit the program.

CONTACTS

The PP&CPSD Service Centre must be contacted at 83304 by all persons planning to enter or breach ceiling spaces on campus for prior authorization and approval except those having a valid authorization card (refer to Ceiling Space Access Training Guidelines, 96-02) .

DEFINITIONS

Ceiling Spaces:

Ceiling spaces are defined to be any spaces between a suspended ceiling, constructed of any material, and the slab, roof or deck above it.

Hazards:

Hazards associated with ceiling spaces include, but are not necessarily limited to, friable asbestos, electrical shock, falls from ladders and other mechanical and physical hazards.

Examples include, sharp surfaces/objects, hot water and steam lines, electrical equipment and wiring, telecommunication cables and wires, fire alarm devices, and similar items or materials.

Persons Authorized for Ceiling Space Access:

Persons who are authorized for ceiling space access are those who have received *approved UWO training in the proper procedures (see Ceiling Space Access Training Guidelines, 96-02) which include all pertinent health and safety aspects.

REQUIREMENTS

- a) All UWO personnel who require access to ceiling spaces must successfully complete required training in the proper procedures for ceiling space access.
- b) All "authorized persons" who must access ceiling spaces will wear the appropriate visible identification, and will ensure that the proper procedures are carried out.
- c) All external contracts which require ceiling space access must include a reference to the Ceiling Space Access Policy. All contractor personnel must be trained and subsequently authorized in proper ceiling space access procedures and in safe working procedures by successfully completing the *approved UWO training course.
- d) Where ceiling spaces are to be accessed in a building that has asbestos-containing insulation applied to the structure, or where there is thermal (pipe) insulation that may be damaged, all work is to be performed in compliance with the requirements outlined in the Asbestos Control Policy.
- e) Employees should be relocated when overhead work of any nature is necessary. Circumstances and scope of work will dictate the need for relocation of occupants.
- f) Debris falling from ceiling spaces into occupied areas should be cleaned-up immediately whether it contains asbestos or not. Office furniture and equipment should be covered with polyethylene sheets to make clean-up easier.

*approved UWO training course: pertinent details are described in the Ceiling Space Access Training Procedure/Guidelines, 96-02.