

 <p>Western Leading. Thinking.</p> <p><b>SAFETY PROCEDURE /GUIDELINES</b></p>	<p><b>NUMBER 96-02</b></p>
<p><b>SUBJECT:</b> CEILING SPACE ACCESS TRAINING GUIDELINES</p>	<p><b>EFFECTIVE DATE</b> JANUARY 21, 1997 <b>SUPERSEDES:</b> ORIGINAL</p>
<p><b>APPLIES TO:</b>ALL DEPARTMENTS</p>	<p><b>APPROVED:</b>OHSC(COMMITTEE) UHSC (COMMITTEE)</p>

*This corporate guideline/procedure is intended as a minimum requirement upon which individual departments can build their own program directed at the specifics of their activities.*

*As a minimum requirement, individuals must successfully complete the training package involving proper ceiling space access procedures. Occupational Health and Safety (OHS) will provide and/or be consulted in the training of those who will, during the course of their work, require access to UWO ceiling spaces. The Physical Plant and Capital Planning Services Division (PP & CPSD) will also be involved in pertinent training aspects as appropriate.*

**The training package will be comprised of the following:**

1. *General Safety Requirements in the workplace as outlined in the OH&S Act (ie. duties of workers.)*
2. *Review ladder safety issues and other typical hazards that may be present in ceiling spaces, including precautions to be taken.*
3. *Work Area Protection Policy (WP-41)*
4. *Introductory Asbestos Training on:*
  - a) *the hazards of Asbestos exposure.*
  - b) *the use, care and disposal of Personal Protective Equipment (PPE).*
  - c) *the different types of Asbestos operations that may be performed.*
  - d) *the work practices and PPE needed for each type as specified by the regulation.*
  - e) *standard UWO internal operating procedures for each operation involving potential exposure to friable asbestos.*
  - f) *how to use the Asbestos Inventory Manual.*
5. *Review University standards of stringing and fastening cable and other conduit properly in the ceiling spaces.*

*6. Review other related issues.*

*A proof of training certificate will be issued to all those who successfully complete the ceiling space access course. Personnel who have not attended the training seminar will not be permitted access to UWO ceiling spaces.*

*Qualification is valid for 2 years, at which point recertification must be sought.*