


The UNIVERSITY of WESTERN ONTARIO
Physical Plant and Capital Planning Services Division

POLICY:		NUMBER:
ROOF MAINTENANCE PROCEDURES		S-4
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PREPARED BY:	AUTHORIZED BY:	CLASSIFICATION:
PP&CPSD	 D.V.B. Riddell	Work Procedure
		EFFECTIVE:
		September 1, 2004
		SUPERSEDES:
		May 1, 1982

PURPOSE:

This policy is designed to ensure the protection of all persons who must enter onto roofs with hazardous exhaust outlets.

RESPONSIBILITY:

Compliance with this policy will be the primary responsibility of the appropriate Shop Supervisor, Project coordinator, and Chairperson of the Department. All employees, contractors, and others will comply with policy Number S-4.

HAZARDOUS EXHAUST:

A hazardous exhaust outlet is defined as 'other than general, washroom or autoclave exhaust'

COLLECTOR SYSTEMS:

A collector system is a point on the roof where all duct work exhaust systems interconnect.

LOCK OFF:

Lock off, for the purpose of policy S-4, means to secure a switch or breaker for hazardous exhaust outlet in the 'OFF' position by mechanical means, i.e. padlock and /or tamper proof device.

PROCEDURES:

Except under emergency situations, every effort will be made to perform work on roofs scheduled once a year. All hazardous exhaust outlets will also have scheduled shut down times.

1. All hazardous exhaust outlets discharging onto a roof (within 100' of any work site on the same roof level) shall be tagged and locked off by Physical Plant personnel.
2. Immediately upon accessing the roof, pipe extensions must be placed on all plumbing stacks.
3. All hazardous exhaust outlets will remain tagged and locked off until all personnel have vacated the roof and the work is completed. Removal of tags, locks, lockout devices or other equipment shall be done by (or under the direction of) the Electrical Shop.
4. Prior to exiting the roof, the plumbing stacks will be removed and stored in the proper location.

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Under normal circumstances, this policy will be carried out by the employees of the Electrical Shop.

EMERGENCY PROCEDURES:

Emergency work on roofs with hazardous outlets shall be carried out by trained staff with the appropriate respiratory protective equipment.

When performing emergency repairs, a second employee must always be present to monitor the air supply. Two way communication (audio or visual) with the worker(s) on the roof must be maintained.

NOTE:

In order for this policy to work safely and effectively, the Physical Plant Department will be responsible for developing and routinely updating all hazardous unit data with the co-operation of the Facilities Engineering and the Physical Plant Project Crew.