

POLICY: WORKING INSIDE OR ON THE ROOFS OF THE ROBARTS MRI SUITES			NUMBER: S-40
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY  Lynn Logan	CLASSIFICATION: Safety Policy	EFFECTIVE: July 1, 2015 SUPERSEDES: November 19, 2010

Researchers at the Robarts Research Institute perform specialized work requiring the use of Magnetic Resonance Imaging (MRI). The presence of magnetic fields in and around Rooms 1252B, 1252F, 1257B, and 2245 present unique hazards to individuals working within or in proximity to these MRI systems.

Any University employee or contracted personnel who may be required to perform any work inside or on the roofs of Robarts MRI Suites must:

- Set up an appointment with the Occupational Health Nurse (OHN) at Workplace Health, Extension 85472. Complete an "MRI Screening Form" in the presence of the OHN. The OHN will evaluate if the employee has had any medical implants that could pose additional risks if they perform work at the locations stated above. This review with the OHN must be conducted every two years and after any change in health status.

Information such as "fit" or "not fit" to work at the stated locations will be communicated with the employee, their supervisor, and OHS Facilities Safety Coordinator; no other medical information may be communicated, and the screening questionnaire will be kept at Workplace Health.

- Attend a one-time MRI Hazards training seminar offered through OHS.

Procedure:

1. Interruptions and maintenance are best scheduled for Mondays between 9:00 a.m. and 12:00 noon.
2. Any scheduled work activities including preventative maintenance or service interruptions around the Cuddy Wing MRI systems must be coordinated with the MRI facility manager (Ext. 24231) beforehand to ensure zero impact on research studies and Level 2 Biohazard operating status. A "Service Interruption Notice" may be required to be issued depending on the nature of the work to be performed (see notes below). In addition, staff performing work must first check in at the main control rooms, 1257 for 9.4 T magnet, or 1252 for 3 T and 7 T magnets.
3. If an air handling system is to be shut down temporarily (less than 15 minutes) the MRI facility staff must be notified (Rm. 1252 for HVAC 109SA; Rm. 1257 for HVAC 108SA); however, longer shutdown periods require an official "Service Interruption Notice".

Notes:

Certain work on the roofs must be planned with the 1st Floor MRI facility manager and may require a "Service Interruption Notice". These activities may include:

- the handling of large metallic objects
- activities causing vibrations (hammering, drilling, etc.)