


<b>POLICY:</b> <b>ROOF MAINTENANCE PROCEDURES</b>			<b>NUMBER:</b> S-4
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<b>PREPARED BY:</b> Facilities Management (FM)	<b>AUTHORIZED BY:</b>  Steve MacKay	<b>CLASSIFICATION:</b> Safety Policy	<b>EFFECTIVE:</b> October 31, 2017
			<b>SUPERSEDES:</b> July 1, 2015

**PURPOSE:**

This policy is designed to ensure that hazardous roof fans remain disconnected for the duration of work on hazardous roofs, where the unexpected start-up could cause inhalation of hazardous materials or bodily injury to any worker on the roof or in the exhausted lab area.

**RESPONSIBILITY:**

Compliance with this policy will be the responsibility of the appropriate Shop Manager/Project Managers/Coordinators, contractors, subcontractors, or anyone accessing hazardous roof areas. Only authorized and qualified persons, or those under the direct supervision of same, shall be allowed access to roofs of any University building.

**AUTHORIZED ACCESS:**

**Qualified Person:** A qualified person is one who understands the regulatory requirements for working at heights, and is familiar with the Roof Maintenance Procedures (e.g., FM staff).

**Authorized Person:** An authorized person is one who is conducting university business on the roof or is in the company of a qualified person.

**HAZARDOUS EXHAUST:**

A hazardous exhaust outlet is a system designed to control hazardous emissions generated from product handling or processes, and convey those emissions to the outdoors. Hazardous emissions include: flammable vapours, gases, mists, dusts, and other airborne materials that pose a health hazards.

**COLLECTOR SYSTEMS:**

A collector system is a system in which a group of hazardous exhaust outlets are interconnected to emit hazardous emissions to the upper atmosphere.

**LOCK OFF:**

Lock off for the purpose of policy S-4 means to secure the switches, breakers, or motor starters for every hazardous exhaust system on the required hazardous roof, by mechanical means, i.e. padlock and/or tamper-proof device.

**PROCEDURES:**

When possible, a service interruption notice will be submitted by the person who will be working on the hazardous roof 7 – 10 days before any hazardous roof is shut down.

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<p>1. All hazardous exhaust fans within 100' of the roof where work will take place shall be locked off.</p> <p>2. 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 /Mechanical Shop.</p> <p>Under normal circumstances, this policy will be carried out by the employees of the Electrical/Mechanical Shop.</p> <p><b><u>EMERGENCY PROCEDURES:</u></b></p> <p>Emergency work on roofs with active hazardous outlets shall be carried out by trained staff with the appropriate respiratory protective equipment, such as a Self-Contained Breathing Apparatus.</p> <p>When performing emergency repairs, a second employee must always be present to help monitor the air supply. Two-way communication (audio or visual) with the worker(s) on the roof must be maintained.</p> <p><b><u>ROOF ACCESS REQUIREMENTS:</u></b></p> <p>Any person wishing to access any Western University rooftop, either on or off Campus, must be properly trained in the provincially-legislated Working at Heights training program, and be of good standing. The worker must also first review the posted Roof Anchor Drawing posted at the access to each rooftop prior to access or any planned work on the roof.</p> <p>A work plan by a non-UWO personnel (ie. tradesperson or contractor) must also be submitted prior to roof access.</p> <p>Letters are issued annually with the date of roof inspection for each roof and are available either in Facilities Development &amp; Engineering or on Kiwi.</p> <p>There may be areas on roofs that have been inspected where roof anchors are not to be used, either due to recent renovations making the anchors unsafe, or due to rooftop equipment conflicts.</p> <p>It is the responsibility of each worker or Contractor to review the posted roof anchor drawing, and also to verify the annual certification before any work is done or access is granted.</p> <p><b><u>NOTE:</u></b></p> <p>In order for this policy to work safely and effectively, Facilities Management will be responsible for developing and routinely updating all hazardous unit data with the co-operation of the Facilities Development &amp; Engineering, the Electrical/Mechanical Shop, and the Facilities Management Project Crew.</p> <p><b><u>RELEVANT POLICIES:</u></b></p> <p>Procedures outlined in WP-44 (Fall Protection) and UWO Policy 2.15 (Approval Authorities for Construction and Maintenance Projects) must be adhered to when gaining access to any roof.</p>	