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| <b>POLICY:</b><br><b>WORK AREA PROTECTION</b>        |  |  | <b>NUMBER:</b><br>WP-41                |
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| <b>PREPARED BY:</b><br>Facilities Management<br>(FM) | <b>AUTHORIZED BY:</b><br><br>Lynn Logan | <b>CLASSIFICATION:</b><br>Work Procedure | <b>EFFECTIVE:</b><br>July 1, 2015      |
|  |  |  | <b>SUPERSEDES:</b><br>December 1, 2004 |

**POLICY:**

No work area shall exist in a condition that may cause injury to the public, students or other university staff.

**APPLICATION:**

This work procedure applies to all work including, but not limited to, University caretaking operations, maintenance, grounds keeping, projects and contracted-out services. This policy addresses work areas both active and during short- or long-term stoppages. "Traffic" refers to both vehicular and pedestrian.

**PROCEDURES:**

The following controls shall be employed as appropriate to remove or reduce risk of injury to any person by warning of hazards, preventing access or redirecting traffic.

**Administrative Controls (where possible):**

- Work in traffic areas should be scheduled during times of minimum use;
- Area Closure/Service Interruptions should be scheduled to eliminate use and traffic in a work area (refer to WP-21);
- Consider at which stage work will be interrupted for breaks, lunch and end of shifts when phasing a task or project;
- Inform affected user groups of work schedule and potential hazards BEFORE work begins;
- Monitor controls during work progress to ensure effectiveness.

**Physical Controls (as appropriate):**

- Erect sufficient barricades to prevent access into and redirect traffic around work area or to alternate building exit/entrance by using A-frames, traffic cones, hoardings, plastic fending, caution tape, post & chain, etc.;
- Use sufficient signage to warn of hazards such as floor stands and wall, post or door mounted signs;
- Lock and post doors to prevent entry into rooms or areas during hazardous work;
- Post a traffic control person to direct traffic away from hazards.