



# **SAFETY NOTICE**

Occupational Health and Safety  
Facilities Management  
April 9, 2015

## **APPROVAL AUTHORITIES FOR CONSTRUCTION AND MAINTENANCE PROJECTS**

Occupational Health and Safety and Facilities Management would like to remind Western's community of Policy 2.15 titled Approval Authorities for Construction and Maintenance Projects. This policy states that any construction or renovation project performed on Western University property must first be approved by Facilities Management (FM).

The purpose of this policy is to protect individuals from unknown hazards that only trained professionals may recognize. These include, but are not exclusive to, lead paint, asbestos, high voltage lines, data/communications lines, security and fire alarm systems.

In addition, individuals on campus might not be aware of additional rules and regulations that apply to the university and not to the average home owner. Some of the factors to be considered in any type of building modification includes rules from the Electrical Code, Ontario Building Code, Ontario Fire Code, workplace standards from Ministry of Labour, environmental regulations from the Ministry of the Environment and numerous City of London by-laws. Non-compliance with these regulations may carry fines and imprisonment for some of the more severe violations.

FM have the experts and professionals who can ensure that any project is done safely and within the requirements of all current legislation, and for this reason they are the only group on campus that can approve any repairs, alterations or additions to the building structures and systems. This has been achieved through the creation of many different work procedures that ensures compliance with all current regulations. For instance, FM implemented a hot work procedure that is used to prevent fires or false alarms caused by work generating excessive heat or sparks such as using a welding/brazing torch or cutting metal that produces sparks.

If you require any repairs or work to be done in your area, please call the FM Service Centre at extension 83304.

If you need any further clarification, please contact Mike McLean, Manager Planning and Design, Facilities Management, at extension 88778, or Tony Hammoud, Facilities Safety Coordinator, at extension 88730.