


<b>POLICY:</b> HAZARDOUS and NON-HAZARDOUS ROOF ACCESS / MAINTENANCE PROCEDURES			<b>NUMBER:</b> S-4
			Page 1 of 3
<b>PREPARED BY:</b> Facilities Management (FM)	<b>AUTHORIZED BY:</b>  Elizabeth Krische	<b>CLASSIFICATION:</b> Safety Policy	<b>EFFECTIVE:</b> February 1, 2022
			<b>SUPERSEDES:</b> February 27, 2020

**PURPOSE:**

This policy is designed to ensure that hazardous roof fans remain disconnected for the duration of work on hazardous roofs, where workers are not wearing respiratory protection, and working within 5 meters of a hazardous exhaust outlet.

**RESPONSIBILITY:**

Compliance with this policy will be the responsibility of the appropriate Shop Managers/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 on roofs, 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 and, if not qualified, 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, but are not limited to: vapours, gases, mists, dusts, and other airborne materials that pose 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 OUT/TAG OUT:**

***WP-18 Lock-Out Tag-Out shall be followed when isolating hazards on hazardous roofs.***

Group Lock-Out, for the purpose of policy S-4, means to secure all switches, breakers, or motor starters (“devices”) for every hazardous exhaust system on the required hazardous roof, by mechanical means, i.e. padlock and/or tamper-proof device (“Control Lock”). To implement a Group Lock-Out, one or two persons prepare the roof to be accessed by placing Control Locks on all devices.

Any qualified persons accessing the roof will apply their personal lock to the group lock box.

<p><b>POLICY:</b>  <b>HAZARDOUS and NON-HAZARDOUS ROOF ACCESS / MAINTENANCE PROCEDURES</b></p>	<p><b>NUMBER:</b>  S-4</p>
<p>Page 1 of 3</p>	
<p><b><u>PROCEDURES:</u></b></p> <p>When possible, a service interruption notice will be submitted to Client Services a minimum of 7 days before any hazardous roof is shut down.</p> <ol style="list-style-type: none"> <li>1. All hazardous exhaust fans with outlets within 5 meters (16'5") of work area shall be locked-out.</li> <li>2. All hazards locked-out for the roof work will remain tagged and locked-out until all personnel have vacated the roof and the work is completed. Removal of tags, locks, lock-out devices or other equipment shall be done by (or under the direction of) the Electromechanical Shop.</li> </ol> <p>Under normal circumstances, this procedure is carried out by the employees of the Electromechanical Shop.</p> <p><b><u>EMERGENCY PROCEDURES:</u></b></p> <p>Emergency work within 5 meters of active hazardous outlets shall be carried out by trained staff with the appropriate protective equipment, such as a Self-Contained Breathing Apparatus.</p> <p>When performing emergency repairs, a second employee wearing similar PPE must always be present to help monitor the air supply. Two-way communication (audio and/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 requiring access to any Western University rooftop, either on or off Campus, for the purpose of performing work that qualifies as a CONSTRUCTION PROJECT under the OH&amp;S Act Ont. Reg. 213/91, must be 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 non-Western personnel (ie. tradesperson or contractor) must also be submitted to an FM Project Coordinator prior to roof access.</p> <p>Letters are issued annually with the date of roof anchor 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>The person(s) must submit a work plan to a Project Manager/Coordinator prior to roof access. The work plan is to include a general description of the planned work and the procedure for fall protection. A copy of the roof anchor plan may be obtained from Facilities Development &amp; Engineering.</p> <p>When roof access is possible from more than one point, the work plan shall indicate the point of entry to facilitate the lock-out process and shall be communicated on the service interruption.</p>	

<p><b>POLICY:</b>  <b>HAZARDOUS and NON-HAZARDOUS ROOF ACCESS /          MAINTENANCE PROCEDURES</b></p>	<p><b>NUMBER:</b>          S-4</p>
<p>Page 1 of 3</p>	
<p><b><u>NOTE:</u></b>          Facilities Management will be responsible for developing and routinely updating all hazardous unit data and roof drawings. Copies of those drawings will be accessible on <a href="#">Kiwi</a>.</p> <p><b><u>RELEVANT POLICIES:</u></b>          Procedures outlined in <a href="#">WP-44</a> (Fall Protection), <a href="#">WP-18</a> (Lock-Out/Tag-Out), <a href="#">S-45</a> (SCBA), and UWO Policies 1.36 (Roof Access Policy <a href="https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp136.pdf">https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp136.pdf</a>) and 2.15 (Approval of Capital Projects <a href="https://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp215.pdf">https://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp215.pdf</a>) must be adhered to when gaining access to any roof.</p>	