


POLICY: ACCESS TO HIGH VOLTAGE ELECTRICAL ROOMS			NUMBER: WP-70
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Lynn Logan	CLASSIFICATION: Work Procedure	EFFECTIVE: January 28, 2016
			SUPERSEDES: July 1, 2014

PURPOSE:

The purpose of this policy is to ensure that only authorized and qualified persons, or those under the direct supervision of same, are allowed access to any University High Voltage Electrical Room.

RESPONSIBILITY:

Compliance with this policy is the responsibility of all people who gain access to University Electrical Rooms.

AUTHORIZED ACCESS:

Only individuals who are “Authorized” and “Qualified” may enter any of the University’s Electrical Rooms.

Qualified Person: A person shall be considered qualified to access High Voltage Electrical Rooms once they have attended an Electrical Safety Seminar or have achieved the necessary level of job-related experience or specific training to perform the work they must enter the room to perform.

Authorized Person: A person shall be authorized to have access to a key for High Voltage Electrical Rooms once they have become “Qualified” and if a member of the Electrical Review Committee and FM Management agree that the need is justified and cannot be eliminated. The Electrical Review Committee consists of the FM Electrical Shop Manager, FM Electrical Infrastructure Specialist, and FM Safety Officer.

Limitation: Qualified and Authorized students may be granted access to High Voltage Rooms on an individual building basis provided their work is being closely monitored by their Supervisor and safety signoff form is filed with FM Administrative Assistant.

PROCESS:

1. Facilities Management will maintain a list of qualified persons. The Facilities Administrative Assistant will keep and update the list as required.
2. The Safety Training Coordinator provides course attendance records to Facilities Administrative Assistant so that the list of Qualified Persons can be updated. Example of people who must take this training before obtaining a key to High Voltage Rooms:
Non-electrical Trades, ITS, Fire Safety, TRAC, etc.
3. Members of the Electrical Review Committee may evaluate and request the addition of

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<p>Qualified Persons to the list. Example of people who can be added: UWO Electricians, EUSA-qualified Electricians, Contractors, etc.</p> <ol style="list-style-type: none">4. The list will be available electronically in PDF Format on FM Shared Drive.5. FM Client Services will issue the High Voltage Electrical Rooms keys only to those individuals mentioned on the list.6. Please contact members of the Electrical Review Committee for conflict resolution.	