

# **UWO Roof Maintenance Procedures Policy**

## **PURPOSE**

This policy is designed to ensure that all maintenance procedures performed on roofs of buildings having fume cabinet exhaust outlets, employ procedures which will ensure that workers in the vicinity of the outlets are protected from exposure to toxic materials or emissions.

## **RESPONSIBILITY**

Compliance with the policy is the responsibility of the project coordinator and the chairmen of the departments affected.

## **PROCEDURE**

Except for Emergency conditions, work will be scheduled with the longest possible lead time and with the emphasis on the convenience of the units which will be affected by shut downs (see (a) 2 below).

### **(a) Schedulable Work**

1. All cabinets having outlets which are at the same level and within 100 feet of the worksite shall be shut down for the duration of the project. These criteria will be modified for areas where outlet location and other physical factors influence the setting.
2. For all schedulable work the project coordinator will notify the Building Manager, the appropriate Deans, the Department Chairmen affected, and the Caretaking Foremen of the building not less than two weeks in advance of the start of the project, in writing. The notice will include, as far as possible, the area of the building involved, the start and end date of the project, and the name of the person to contact with questions.
3. It is the responsibility of the department chairmen to inform the staff, faculty, and students within their department of the scheduled shutdown.
4. All cabinets shut off will be tagged out of service by Physical Plant Department staff and shall not be used by research staff during the project. Procedures which require the use of a fume cabinet must be carried out in a laboratory not effected by the shut down.
5. In the case of projects requiring more than one days work, the exhaust will be turned on again over night by Physical Plant Department staff to purge air from the labs, where possible.
6. Every effort will be made to consolidate all the work required on the roof area such that only two shut downs per year are required.

### **(b) Emergency Work**

1. Emergency work shall be carried out by staff equipped with breathing apparatus having a supplementary air supply, and the necessary protective clothing. Cabinets will not be shut down when workers are adequately protected in this way.

2. Where the emergency work is caused by the malfunction of a fume cabinet, the research director shall notify the members of the laboratory involved that the cabinet is not to be used pending repairs, and shall tag the cabinet out of service.