


POLICY: WORK AREA PROTECTION			NUMBER: WP-41
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Lynn Logan	CLASSIFICATION: Work Procedure	EFFECTIVE: July 1, 2015
			SUPERSEDES: 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 fencing, 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.