


POLICY: HAZARDOUS and NON-HAZARDOUS ROOF ACCESS / MAINTENANCE PROCEDURES			NUMBER: S-4
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Elizabeth Krische	CLASSIFICATION: Safety Policy	EFFECTIVE: February 1, 2022
			SUPERSEDES: 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). 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.

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