



## Working Safely in the Substructure

### Introduction

Normal university operation and maintenance will require employees and contractors to enter the substructure in both the Lower Level (LL) and the Upper Level (UL). In order to operate safely three categories of access have been established.

All personnel working in the substructure should be alert to overhead and underfoot conditions, to be especially aware of dangers from falling objects, and to avoid working directly underneath any such hazards. If you encounter a risky situations stop work and contact the Facilities Administrator who will inform the Facilities or Utilities Operations Director, or the EHS Office for an immediate evaluation of conditions.

Planned work within the substructure may require a prior inspection by the Facilities or Utilities Operations Director or EHS to assess whether additional precautions such as additional shoring or the use of support personnel ('buddy-system' entry) may be necessary. As conditions may change during the course of such work, university or contract staff working within the substructure may request these services at any time

### Access Areas

#### Unrestricted Access

Unrestricted access routes will be provided to all staff and public parties conducting routine business within the university. These routes are defined by the construction of walled and roofed (or otherwise protected) lanes extending from the loading docks to building service elevators. These routes are not intended for general public access and may be restricted to motorized or mechanized transport, and use by university and contract employees engaged in required duties.

## Safe Pathways

Safe pathways, representing areas known to have minimal risk for trip and fall hazards or danger of materials detaching from the overhead slabs will be defined by marked laneways and maintained by frequent inspection. These lanes will provide access to locations in the substructure housing locations requiring periodic service or inspection. Use of these laneways is limited to authorized university staff and outside agents provided with such authorization as needed, and will require the use of hard hats.

## Incidental Access

In addition to these above-designated/protected lanes, facilities, utilities and contract personnel will require occasional access to unprotected locations to address situations arising from incidental or periodic events requiring inspection or repair of critical elements such as mechanical, plumbing, electrical, telecommunications or other equipment. For these situations, university policy will require that two situations be met:

### **Requirements for Incidental Access Areas**

All individuals entering or working in these areas will be required to wear hard hats.

All entry into this area requires prior notification to, approval by, and monitoring by supervisory personnel located outside of the substructure, and including continual access to two-way radio communication and periodic reports.

A sign-in board lists the names and locations of all individuals currently within the substructure, and the frequency or timetable for establishing radio contact.