

The University of British Columbia Land and Building Services		Mechanical and Electrical Service Areas Access	
Polices and Procedures			
Prepared by: Robert Nugent	Approved by:	Issue Date: September 15, 2005	
		Replaces: NEW POLICY	

1. Background:

Mechanical and electrical service areas contain potentially hazardous conditions. To ensure safety in and around those areas, access to all mechanical and electrical service rooms shall be controlled and limited to authorized personnel only. In addition, all mechanical and electrical service areas shall be regularly inspected to ensure safe conditions are maintained and improperly stored items not relevant to the function of the space are removed.

2. Objective:

The objective of this policy is to ensure the safety and well being of LBS workers and others who require access to mechanical and electrical service areas.

3. Definitions:

Authorized Personnel:

Individuals, who have knowledge to recognize and avoid potential hazards associated with service areas, due to training and experience and have the competence to carry out their duties safely with minimum supervision in mechanical and electrical service areas.

Unauthorized personnel shall not be permitted access to mechanical and electrical service areas without direct supervision by an authorized person.

4. Procedure:

4.1 Identification of Service Areas and Hazards

4.1.1 Technical Services shall maintain an inventory of mechanical and electrical service areas. This master list will be updated by Technical Services as required

4.1.2 LBS HS& E shall conduct hazard assessments of all mechanical and electrical service areas in conjunction with the appropriate managers to determine the knowledge and experience requirements necessary to work in these areas.

4.1.3 The Manager, LBS HS&E shall be responsible for maintaining and updating hazard assessments for service areas as required.

4.1.4 The Supervisor Steam and HVAC shall ensure all mechanical rooms are inspected on a regular basis and the Supervisor Mech /Elect Operations shall ensure all electrical rooms areas inspected on a regular basis.

- 4.1.5 High voltage vaults and other areas under the control of Utilities will be locked with a separate key and covered by policy I-B-08 and policy I-B-34.

4.2 Access control

- 4.2.1 All mechanical and electrical service rooms shall be grandmaster-keyed except for high voltage vaults and equipment, which will remain on the Utilities restricted key. In the case of electrical rooms, the “AE-1 grandmaster” Abloy key shall be used. In the case of mechanical rooms the “AM-1” change key under the “X2A“ grandmaster shall be used.
- 4.2.2 Grandmaster keys shall be issued to authorized employees who require frequent access to service areas for maintenance and operations.
- 4.2.3 All requests for grandmaster keys are to be approved by the appropriate Associate Director prior to approval by the Director.
- 4.2.4 All requests for “AE-1” or “E” or “AM-1” keys are to be approved by the Associate Director, Building Operations & Maintenance prior to approval by the Director. Or in the case of Utilities personnel, approval by the Director
- 4.2.5 An “AE-2” or “AM-2” key for short-term use by consultants and contractors, who require access to mechanical and electrical service areas, is available from the Plant Operations Administrative Secretary. The procedure for obtaining this key is as follows:
- i. The individual requesting the “E” key shall sign out the key from the Departmental Administrative Secretary and complete the form with a return date (see attached sample).
 - ii. The authorization form must be approved by the Associate Director, Building Operations & Maintenance,
 - iii. The completed request form is returned to the Departmental Administrative Secretary who shall issue the “E” key and ensure it is returned as scheduled.

4.3 Key Control

- 4.3.1 Locksmith shop, under supervisor by the Architectural Supervisor, shall be responsible for the master keying of all mechanical and electrical service rooms and maintaining a master list of employees issued with keys.
- 4.4.2 Unauthorized keys shall be returned to the locksmiths shop.
- 4.4.3 Service room keys shall remain on Campus in employee lock boxes at the end of each shift Periodic audits of lock boxes shall be conducted by the Superintendent Architectural Systems to ensure compliance.

4.4 Training

- 4.4.1 Based on room specific hazard assessments, authorized personnel shall be trained to recognize and respond to hazards they may encounter in the course of their duties. Training needs shall be developed by the responsible manager and delivered by a designated person with the appropriate knowledge and experience.
- 4.4.2 Training shall be documented and records kept by the LBS Manager of Organizational Development.

4.5 Service Room Inspections

- 4.5.1 All electrical and mechanical service areas covered by this policy shall have a full hazard assessment conducted to identify potential hazards.
- 4.5.2 All electrical and mechanical service rooms shall be inspected for house keeping and hazardous conditions on a regular basis. These inspections shall form part of the PMI maintenance schedule. For mechanical rooms the Plant Operations shift maintenance engineer shall conduct these inspections as part of their regular duties. For electrical rooms, the afternoon shift electrician shall conduct these inspections as part of their regular duties.
- 4.5.3 Any problems noted shall be reported to the appropriate head to ensure appropriate action is taken. For mechanical rooms the Head Maintenance Engineer, Operations and Maintenance shall be responsible. For electrical rooms the Head Electrician, Maintenance shall be responsible.

5. Responsibilities:

5.1 Director, Associate Directors

- 5.1.1 Provide resources for developing, implementing and reviewing this policy
- 5.1.2 Approve key applications

5.2. Managers, Supervisors, Heads, Sub-heads

- 5.2.1 Produce up to date key list
- 5.2.2 Conduct hazard assessments of service areas.
- 5.2.3 Authorize workers
- 5.2.4 Develop and implement training for workers
- 5.2.5 Ensure safe work procedures are followed

5.2.6 Monitor work procedures, to ensure compliance

5.3. Worker

5.3.1 Follow established safe work procedures

5.3.2 Report concerns to supervisor

5.3.3 Attend required training

5.4 Technical Services

5.4.1 Produce list of Mechanical and electrical service areas.

5.4.2 Update list

6. References:

6.1 BC Building Code:

6.2 Canadian Electrical Code.

6.3 B-51

6.4 B-52



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REQUEST FOR "E" KEY

Associate Director, Building Operations

RE: U.B.C. Electrical Rooms

The use of the "E" key is for my own use. It allows me to visit designated electrical rooms for the purpose of _____ .

It does not allow me to operate any switches, controls, breakers, etc. other than those associated with my project.

Access into the room, is for my own use and I will not permit any contractor or others into the room without the written approval of Plant Operations.

I understand that these restrictions are requirements of the Electrical Safety Act B.C. Reg. 450/90 and the W.C.B. Health and Safety Regulation.

Name: _____

Department/Faculty: _____

Phone: _____

Signed: _____

Date: _____

RETURN DATE: _____