

<b>EASTERN MICHIGAN UNIVERSITY</b>	Revision 1
<b>EMUDPS-EHS-f016 Outdoor Warning System Roof Entry</b>	12/10/2010
	Page 1 of 2

**I. PURPOSE**

This form is designed to protect personnel working on roofs and equipment on roofs from exposure to dangerous noise levels as the result of the Outdoor Warning System (OWS) or county civil defense siren (CDS).

**II. SCOPE AND APPLICATION**

The requirements of this form shall be followed by contracted employees for work conducted on the roofs of the following buildings:

- Outdoor Warning System**  
Convocation Center  
Goddard  
Halle  
King  
Phelps  
Sculpture Studio/Central Stores\*\*  
Student Center
- Civil Defense Siren**  
Mark Jefferson\*  
Owen College of Business\*

\*These buildings have civil defense sirens operated by Washtenaw County. Guidelines for these two buildings differ slightly from the OWS sirens.

\*\*These buildings do not have the OWS on them; however, a pole siren is mounted near these buildings. Precautions should be taken when on these roofs as stated below.

**III. REQUIREMENTS**

**A. Contracted Employees**

1. Employees shall comply with these procedures.
2. Employees shall wear and maintain the necessary personal protective equipment. Hearing protection shall have a Noise Reduction Rating (NRR) of at least 30 dB.
3. Employees shall comply at a minimum with EMU Lockout/Tagout Procedure and fall protection requirements.
4. Employees shall consult with their Foreman, EMU Project Manager and/or EMU Environmental Health and Safety personnel whenever there are questions regarding health and safety issues. (EMU Environmental Health and Safety: 734-487-0794)
5. Employees shall report any job related injuries, illnesses, accidents and/or near misses to their supervisor.
6. Supervisors shall report any job related injuries, illnesses, accidents and/or near misses to EMU Environmental Health and Safety and the EMU Project Manager.

**B. OWS and CDS Roof Work Process**

1. The employee obtains the key from the Key office at the Physical Plant.
2. During severe weather, work cannot be conducted on the roofs of these buildings. If the weather becomes threatening during work on these roofs, the work must be suspended until the threat passes.
3. The employee locks out the OWS or CDS following at a minimum the EMU Lockout/Tagout procedure.
4. The locations of the OWS lock-out are as follows:
  - a. Convocation Center- Located inside the northeast control room.
  - b. Goddard- 4th Floor northeast end of hallway, just north of the elevator, inside the janitorial room where the roof access ladder is located.
  - c. Halle- In penthouse. Just south of the freight elevator.
  - d. King- 4th Floor southwest hallway, inside the custodial closet directly across from the elevator.
  - e. Phelps- 4th Floor 2 doors west of elevator, inside room marked "Custodial room".
  - f. Student Center- Inside large mechanical room, located on east wall, farthest away from the entrance door into the mechanical room.
  - g. The OWS lock-out system box looks like the following:

<b>EASTERN MICHIGAN UNIVERSITY</b>	Revision 1
<b>EMUDPS-EHS-f016 Outdoor Warning System Roof Entry</b>	12/10/2010
	Page 2 of 2



5. CDS lockouts are located in the following areas:
  - a) Mark Jefferson: On the east wall opposite the elevator in the penthouse.
  - b) Owen College of Business: In the 5<sup>th</sup> Floor mechanical.
6. The employee inspects then puts on the proper identified hearing protection with a NRR of at least 30dB, and any required fall protection, unlocks the roof access then enters the roof.
7. The employee can now start performing the identified work.  
**NOTE:** If work is to take longer that initially specified on the roof containing a CDS then Emergency Management is to be notified at 734-487-0799.
8. Upon completion of the work, the employee exits the roof, assures that the roof access is locked, removes the hearing and fall protection, and then unlocks the OWS.
9. The key is returned to the Key office at the Physical Plant.

#### **C. Hearing and Fall Protection Inspection and Maintenance**

1. All hearing protection shall be inspected prior to use.
  - a. Check for the following items:
    - i. Sealing rings for cracks, tears, wear and cleanliness.
    - ii. Outer shell for cracks.
    - iii. Headband provides constant and even pressure.
  - b. If there is evidence of any of the above, do not use and obtain a new pair.
2. Fall protection shall be inspected prior to use.
  - a. Check for the following:
    - i. Cuts, frayed edges, broken fibers, or burns on the webbing.
    - ii. D-rings for cracks, breaks, rough or sharp edges, and the ability to pivot.
    - iii. Buckles for straightness, distortion and cleanliness.
  - b. If there is evidence of any of the above, do not use and obtain a new one.

#### **IV. APPROVALS**

I have read and understand the requirement above and certify to maintain compliance with all the above requirements. I understand that non-compliance can result in immediate ejection from the jobsite and possible removal as an approved vendor.

---

Signature

Print Name

Company

Date