

 <b>THE UNIVERSITY OF BRITISH COLUMBIA</b> <b>Facilities</b>	<b>Policy No.:</b> <b>I-A-PR14</b>	<b>Approval Date:</b> April 29, 2020  <b>Last Revision:</b> N/A
	<b>Responsible Executive:</b> John Metras Associate Vice-President, Facilities <b>Signed:</b> 	
<b>Title:</b> <p style="text-align: center;"><b>Electrical Room Access Control Procedure</b></p>		

**1.0 Background**

Electrical service areas contain potentially hazardous conditions. To ensure safety in and around those areas, access to all electrical service rooms shall be controlled and limited to those that are qualified and authorized only - mostly electrical workers. This procedure complies with Mechanical and Electrical Service Areas Access policy I-B-45 managed by Safety & Risk Services (SRS) and replaces section 4.2 *Access Control* within policy I-B-45 and provides a procedure to ensure personnel requesting access are qualified to access electrical rooms and aware of the risks.

**2.0 Objective**

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

**3.0 Procedure:**

Unauthorized personnel shall not be permitted access to electrical service areas without direct supervision by an authorized person. If you require infrequent or periodic access, please contact your UBC Building Operations Facility Manager. If required, a service request can be submitted for a Building Operations electrical worker to escort in the space. If you require frequent access and are qualified, please visit the UBC Key Access Information System to submit a key request.

There are different procedures for each of the different groups as shown below. Building Operations is the authority that reviews applications for Building Operations controlled electrical rooms and Energy & Water Services (EWS) is the authority that reviews applications for electrical kiosks and high voltage feeders. Student Housing & Community Services (SHCS) is directly responsible for electrical systems in some of their facilities and hence are responsible for the distribution of keys for those electrical service areas.

**Definitions:**

- **Service room** - a room or space in a building provided to accommodate building service equipment, and meeting the requirements of the BC Building Code or other applicable legislation;
- **Qualified Person** (worker) - Qualified (WSBC 1.1) - being knowledgeable of the work, the hazards, by reason of education, training, experience or a combination thereof

- **Authorized** - 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 electrical service areas.
- **Unqualified Person** (worker) - a worker who has little or no training regarding electrical hazards.
- **Hazard** - a potential source of harm to a worker.
- **Appropriate Training** - is defined by CSA Workplace electrical safety for both the electrical worker and the non-electrical worker in accordance with CAN/CSA-Z462

#### **A) External Contractors & Service Providers**

Submit a key request using the UBC Key Access Information System - Simple K. The following information MUST be included:

- a. Building and scope
- b. Attached copy of the electrical permit
- c. Name and contact details of on-site qualified person
- d. Attached copy of the electrical qualification of on-site qualified person
- e. Time frame the key is required

Building Operations Electrical business unit will receive the key request through Simple K and will send their recommendation to authorize or deny to the Key desk.

Requestor will receive email notification from the Key desk with the approval and pick up or denial of the request.

#### **B) UBC Faculties & Departments**

Submit a key request using the UBC Key Access Information System - Simple K. The following information MUST be included:

- a. Name and title of person that requires the key
- b. Building(s) that the key is required for
- c. Reason key is required (what work is being done)
- d. Frequency that they require access to the electrical room
- e. Length of time key is required

Building Operations Electrical business unit will receive the key request through Simple K and will send their recommendation to authorize or deny to the Key desk.

Requestor will receive email notification from the Key desk with the approval and pick up or denial of the request.

#### **C) UBC Employees (IT, Student Housing & Community Services, Athletics & Recreation, etc) wishing to gain access to a service room managed by the Facilities Electrical Group**

Email Building Operations Electrical business unit (Electrical People & Process Manager or Senior Electrical Manager or Electrical Technical Specialist), and copy Director, Business Services and Informatics. The following information MUST be included:

- a. Name and title of person that requires the key
- b. Building(s) that the key is required for
- c. Reason key is required (what work is being done)
- d. Frequency that they require access to the electrical room
- e. Length of time key is required for
- f. Does the key requestor have appropriate training for electrical room access

Building Operations Electrical business unit will email back to all with authorization or denial.

If key is authorized by the Building Operations' Electrical business unit then a key request to the key desk will be

made on behalf of the UBC employee.

**D) UBC Facilities Employees (Building Operations, Energy & Water Services, Infrastructure Development)**

If qualified and authorized (as stated below), email [clerk.buildingops@ubc.ca](mailto:clerk.buildingops@ubc.ca) requesting key. The following information must be included:

- a. Employees name, title and email address
- b. Lock box number and location
- c. Grand master keyset number

Note:

Qualified and authorized UBC Electricians will receive grand masters.

Qualified and authorized UBC Non-electricians (as determined by Director of Business Services and Informatics) will receive grand masters upon request. All others must have supervisor's approval prior to submitting a request in the form as outlined in the procedure section B or C above.

**Process Prior to Entering an Electrical Room:**

***"Look, listen and smell"*** for any ***hazards*** or abnormal conditions prior to entering an electrical room. Ask yourself the following questions:

- Do you see any exposed electric wires, exposed wire nuts or missing covers?
- Do you see any water in, around or coming out of electric boxes, conduit or components?
- Do you smell anything unusual (burning plastic or any smell coming from electric equipment or appliances)?
- Do you hear any loud popping, humming or arcing sound?

If you answer "yes" to any of the questions above, leave the room immediately and call the UBC maintenance electrician or the Building Operations Service Centre (604-822-2173).

If escorting an unqualified worker, ensure they remain at least 1m away from all electrical equipment and do not touch any equipment.

**Types of Hazards:**

- Tripped circuit breaker
  - Blown fuse
  - Tools, wire or equipment unusually warm
  - Openings in electrical boxes or equipment
  - Bad lighting
  - Wet environment
  - Cord or wire with broken insulation
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