

TITLE: Access to 264B Freedman Cres. (Seed Storage, Processing and Drying Building)	Version: <1.00>
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Signing Authority: Delaine Russo, Director, Environmental Health and Safety Office	

1 Purpose

The purpose of this safe work procedure is to document the requirements for employees to safely enter and conduct work at the Seed Storage and Processing Facility (264B Freedman Cres.).

This facility is assessed at a moderate risk level due to the stability of the surrounding ground and riverbank and the proximity to the nearby riverbank. This document has been created to address entering 264B Freedman Cres. (Seed building) for work activities when water levels are elevated and risk to employee safety increases.

2 Scope

This safe work procedure is applicable to any person who may require entry to the Seed Storage and Processing Facility (264B Freedman Cres.). This procedure will remain in effect until further assessments have been made regarding the stability of the structure and the riverbank.

Note: This building shall not be entered unless employees are following the required safe work plan (described in section 5) at any time while the Red River is higher than the lower bank elevation.

3 Definitions

EHSO	Environmental Health and Safety Office
SWP	Safe Work Procedure
Employee	University of Manitoba employee or student working under this procedure
Entrant	A person entering a hazardous or potentially hazardous space defined in the scope of this document.
Working alone	the performance of any work function by a worker who: <ul style="list-style-type: none"> (a) is the only worker for that employer at that workplace at any time. (b) is not directly supervised by the employer, or another person designated as a supervisor by the employer, at any time.

4 Responsibilities

It is the responsibility of the **Employee** to:

- Perform duties so that they stay within compliance with this document's safe work procedures and safe work practices, as well as applicable legislation.

It is the responsibility of the **Student** to:

- Understand they are not employees and are not subject to the safety and health legislation applicable to employees, however students are responsible for conducting themselves in a manner that ensures their own safety as well as others.

It the responsibility of the **Supervisor** to:

Ensure that this Safe Work Procedure is communicated to those who may need to enter 264B Freedman Cres. (Seed Building).

5 Procedures

The facility at 264B Freedman Cres. (Seed Building) is not a regularly occupied building. Any entrance into this building would be considered working alone, and therefore must follow the below steps as part of a working alone plan.

5.1 Space entry

1. An entrant will contact another University Employee – who will act as a standby person.
 - a. Employees are not to enter the space alone (i.e., work alone) unless provisions are made to ensure their safety.
 - b. The entrant will tell the standby person when they are entering 264B Freedman Cres. (Seed Building), as well as the expected duration they are in the space.
2. The entrant and the standby person will agree on a communication method (e.g., cell phones or two-way-radio) and must periodically contact each other every **15 minutes**.
 - a. When the entrant is done working in the space, they must inform the standby person that the work they were performing is complete.
3. If **15 minutes passes** and the entrant and standby watcher do not make contact, it is the responsibility of the standby watcher to attempt further communication with the entrant with their pre-arranged communication method.
 - a. If the 264B Freedman Cres. (Seed Building) entrant does not respond to communication attempts the standby person is **not to enter the space**.
 - b. The standby person will contact University Security Services as well as 911.
 - c. Both parties will be informed that the structural integrity of 264B Freedman Cres. (Seed Building) is potentially a factor – and a risk.
4. If building integrity changes the Seed Building should not be entered. This Safe Work Procedure may need to be reevaluated. Signs that the building should not be entered are:
 - a. Evidence that the south side of the building (from the east end) is leaning at either the top or the bottom of the building towards the river.
 - b. From the inside, evidence that the building has experienced recent movement. This would be indicated by the enlargement of the floor cracks, or the presence of new cracks. If the cracks are enlarging, that would be indicated by gaps between slab segments with smooth edges (i.e., old cracks) that are not filled with dust/dirt/gravel or have gaps between the dust/dirt/gravel and the slabs segments.

6 Document History

Version Number	Version Date	Description of Change	Author
1.00	2023-03-21	Initial Release	Bryan Stadnyk