

Posting Date: 2019-03-05

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Next Review Date: 2020-03-05

Title: FM - Worker Down Policy for Workers in Mechanical & Electrical rooms, Interstitial spaces (MUMC Site), Construction Sites

Applies to: HHS Facility Management, Information & Computer Technology (HITS) staff and/or external contractors and consultants who work in the Mechanical & Electrical rooms (i.e. penthouses, powerhouses, co-gen, etc.), Interstitial spaces (MUMC Site), as well as, Construction Sites.

1.0 Purpose

To define the [worker down](#) protocol in the event a [worker](#) becomes injured, disabled, or otherwise unable to safely exit Mechanical & Electrical rooms (i.e. penthouses, powerhouses, co-gen, etc.) or [Interstitial Spaces](#) (MUMC site), as well as [construction sites](#).

2.0 Equipment/Supplies

- Communication equipment e.g. two way radios, cell phones

3.0 Policy

3.1 Safety Measures

3.1.1 **Worker Down protocol** information is included within the Front-End documentation, that external contractors who are affiliated with HHS Facility Management and Capital Development, as well as, the Faculty of Health Sciences, receive when and/or before performing works at any of our facilities.

3.1.2 **Every worker** entering any defined Mechanical & Electrical rooms (i.e. penthouses, powerhouses, co-gen, etc.), Interstitial spaces (MUMC Site), as well as, Construction Sites at HHS are to:

- Have ready contact at all times with a companion worker or supervisor in the event of an emergency or,
- A defined check-in interval or,
- Remain within a defined physical distance from companion worker or designated HHS employee.

Note: Depending on the nature of the work, [hazard](#) and location, ready contact is defined as:

- Within viewing distance of one another or,
- Within audible range or have other reliable communication device (e.g. radio, phone).

3.1.3 **Workers** are responsible to:

- Establish a defined check-in interval and/or physical distance from companion worker or designated HHS employee prior to entering Mechanical & Electrical rooms (i.e. penthouses, powerhouses, co-gen, etc.), interstitial spaces (MUMC Site), or construction sites.
- Ensure that any communication or contact is reliable (radio/telephone service in some areas may not be functional).

3.2 Wayfinding

3.2.1 **Facility Management** is responsible to ensure that both sides of entrance to Mechanical & Electrical rooms (i.e. penthouses, powerhouses, co-gen, etc.), interstitial spaces (MUMC Site) have the following signage:

- Level or Floor
- Quadrant, Wing, Building or Section
- Shaft number or Specific Location
- Emergency call number

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3.2.2 **All workers** entering Mechanical & Electrical rooms (i.e. penthouses, powerhouses, co-gen, etc.), interstitial spaces (MUMC Site), or construction sites must be aware of their location within the building and route of egress.

Note: This information is indicated on both sides of all the shaft entry doors (MUMS site only).

3.2.3 Workers are to note the location of the nearest extension phone, prior to entering Mechanical & Electrical rooms (i.e. penthouses, powerhouses, co-gen, etc.), interstitial spaces (MUMC Site), or construction sites, in the event an incident occurs.

4.0 **Emergency Worker Down Procedure**

4.1 In the event a worker is injured or incapacitated in an Mechanical & Electrical rooms (i.e. penthouses, powerhouses, co-gen, etc.), interstitial spaces (MUMC Site), or construction sites, and requires medical attention and/or is unable to safely exit the area:

Immediately call Hospital Switchboard

Using:

Internal extension phone

Dial 5555 and state **"worker down"**, **location of nearest door, contact name & contact number.**

or

External telephone/cell phone

Dial 905-521-2100, and enter **ext. 5555 immediately** upon hearing the start of the recorded message (no need to wait to the end of the recorded message). **Describe the situation** and state **"worker down"**, **location of nearest door, contact name & contact number"** to the Switchboard Operator.

Note: Workers are **NOT to call 911 directly**. Switchboard calls 911 and HHS Security (who meet and escort EMS to the location of the emergency).

This information is included in the Front-End documentation, that external contractors who are affiliated with HHS Facility Management and Capital Development, as well as, the Faculty of Health Sciences, receive when and/or before performing works at any of our facilities.

4.2 On notification, Switchboard calls 911 and asks the Dispatcher for the Fire Department. The Switchboard Operator states:

- Nature of the emergency
- Hospital/Site location
- Rendezvous point [(i.e. MUMC Hospital Main Entrance) where Security will meet the emergency responders on arrival] for escort to the exact location.

4.3 Following the 911 call, Switchboard notifies Security and others as applicable.

Note: Hospital Code Blue is NOT activated.

5.0 **Documentation**

In the event of an occurrence, a Safety Occurrence Report is completed by the department responsible for the worker.

6.0 **Definitions**

Construction Sites - For the purposes of emergency responses discussed herein, a construction site will be defined as an area that is contained by enclosures, hoardings or barriers and identified as an active work area or construction site by signage or other means.

Hazard - A condition or area that is potentially dangerous.

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Worker Down - A worker who is immobilized or otherwise requires medical or other assistance to leave a work area.

Interstitial Spaces - At the MUMC site the following levels are considered 'Interstitial Spaces':

- MM – Mechanical Mezzanine,
- Levels M1, M2, M3, M4, M5
- M6 – Mechanical Penthouse and Powerhouse

Worker - A person who performs work or supplies services for monetary compensation. This person could be an HHS employee or a third party worker/contractor/consultant.

7.0 External References

OHS Legislation

8.0 Cross References

HSW - Working Alone Policy

HSW - Staff Safety Occurrence Reporting and Investigation Protocol

9.0 Other HHS References

Available on HHS Internet as part of a package:

HHS - Contractor Emergency Codes

10.0 Developed By:

MUMC Site Working Group

11.0 In Consultation With

Site Administrators

Site Managers – Facility Management

Capital Development - Project Managers

Security Managers

Chair HHS Code Blue Committee

Chair Site EDM Committee

HHS EDM Specialist

JHSC Committee

Health, Safety and Wellness

Faculty of Health Sciences

CSS

Risk Management

Legal Counsel

Human Resources

Telecommunications (Switchboard)

12.0 Approved By

Standardization Committee

HHS – Safety Manager

Keyword Assignment

man down, contractor, consultant, mechanical & electrical rooms, construction sites, penthouse, powerhouse, co-gen, SAFEWORK