



Safe Work Procedure

Entering Occupied Residence during Regular Hours

Department and Program: Physical Plant Maintenance

Date First Approved: October 2018

Date Reviewed: February 2023

Version 2.0 SWP-PP-GEN-002

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do.

Required Training

Read and understand this safe work procedure.

Required Personal Protective Equipment and Devices Personal protective equipment required will be determined by the task to be completed in the residence

Potential Hazards

- False accusation
- Task related hazards
- Volatile people
- Working alone

Pre-Operational Safety Checks

- Wear your Brandon University identification.
- The work order should indicate "permission to enter" or "make an appointment". If not, see Ancillary Office.

Prohibited Activities

- Do not Smoke
- No horseplay
- Avoid looking at the resident's personal items.
- Refrain from inappropriate comments or actions towards residents.

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. When the work order indicates "permission to enter" or an appointment has been made, go to the residence at the indicated time/date.

CAUTION: Do not enter student rooms alone.

4. Always have someone with you when you enter a residence room. Acceptable buddies are building service workers, ancillary staff and other trades workers.
5. Knock on the door and wait 10 seconds for a reply.
6. If no one answers, knock again and call out "Maintenance" wait 10 seconds for a reply.
7. If no one answers, slowly enter the room calling out "Maintenance" as you do so.
8. If there is a resident in the room the door should be left open, if the resident is not present the door should be closed and a "maintenance at work" sign posted on the outside of the door.

CAUTION: If the room has a shared bathroom, keep in mind that the person in the room on the other side may not be aware that you are there. (Ancillary Services shall notify this resident.)

9. After the work has been completed, make sure the door is locked when you leave.
10. Inform Ancillary Services that the work has been completed.
11. Ancillary Services will inform the occupant.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

**REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY
Create a written report of any unforeseen or unplanned events or circumstances.**

Housekeeping

- Ensure you remove any garbage you may have created.
- Ensure furniture and any other items moved are returned to their original position.

**Guidance Documents/ Standards/
Applicable Legislation/ Other:**

Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

Date Written: March 27, 2017

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: 

Date Approved: 2023/2/1

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