APPLICATION

This program applies to all New York University facilities operating with personnel employed by the University.

PURPOSE

This policy has been developed to protect employees from health and safety hazards while performing operation and maintenance work on rooftop exhaust fans and related systems.

PROCEDURES

1.0 Responsibility

1.1 The Senior Director of Environmental Services [ES] or his/her designee is responsible for developing and evaluating this program. In addition, information and support is available through ES.

1.2 The Building Manager is responsible for implementing this program and serves as the first contact for employees concerned with protection during operation and maintenance procedures.

1.3 M&O Supervisors and Foremen must ensure that the policy is made available to employees and that the required procedures are carried out.

1.4 Maintenance employees must be sure to familiarize themselves with the policy and comply with the requirements.

1.5 Lab workers must not work in the chemical fume hoods when maintenance is being performed on the exhaust system.

2.0 Chemical Laboratory Fume Hood Exhaust Systems

2.1 Prior to working on any rooftop exhaust system/fan the maintenance supervisor needs to contact the department with a 2 weeks notice [if possible] of the work to be done. Upon approval to begin the work, the maintenance employee must notify the affected room or area representative of the start of the maintenance. All internal components have potential
chemical hazards. Therefore, all employees must wear chemical resistant gloves such as neoprene, nitrile or butyl, [dependent upon the hazard] and if using latex gloves, they should be worn doubled for added protection. ES can be contacted for recommendations on glove types.

2.2 The maintenance worker must verify that the occupants have closed, sealed or removed all hazardous materials and have shut down any experiments in the fume hood. If this has not been done, the maintenance supervisor should work with the lab department to get it accomplished prior to any repair or maintenance work continuing.

2.3 The maintenance employee must shut down, lock and tag out [Policy # 155] the system/fan and place a sign [Appendix A: Use Fume Hood Warning sign and copy onto orange paper] on fume hood cabinets to notify room occupants. Once the work is completed the maintenance employee must remove the sign from the fume hood cabinet.

2.4 The employee must wear appropriate personal protective equipment [PPE]. PPE is required for all work that presents a health or physical hazard to an employee. In addition, basic hygiene practices such as washing up with soap and water after work should always be used. The minimum level of PPE will be work gloves and safety glasses with side shields or goggles. Disposable coveralls, such as Tyvek, should be considered due to the nature of the work. ES can be contacted for recommendations on appropriate PPE.

2.5 If working within 25 feet of any operating lab hood exhaust that is in use, a respirator, goggles, and appropriate gloves must be worn during maintenance of the ventilation system and/or any work on the roof. The worker performing the maintenance must wear a half-face respirator with dual cartridges for acid gas, organic vapor and HEPA combination. In addition, chemical resistant gloves [Nitrile, Butyl or Neoprene] must be part of the PPE.

2.6 Any employee required to wear a respirator must comply with NYU Policy # 109, which includes medical approval to wear the respirator, fit testing of the respirator, training on respiratory protection program and training on the use, maintenance and limitations of the respirator.

3.0 Biosafety Cabinet Exhaust Fans

All biosafety cabinets are HEPA-filtered at the cabinet. Very few biosafety cabinets are ducted to the outside. Those that are ducted to the outside do not pose a biological hazard beyond the HEPA-filtered cabinet. However, all work performed inside a biosafety cabinet must be first assessed by ES.