



Dufferin-Peel Catholic District School Board

STANDARD TEXT GUIDELINE FOR

Roofing & Painting in Occupied Board Owned Buildings

for

ELEMENTARY AND SECONDARY SCHOOLS

**Prepared by the Health & Safety and Maintenance
Departments**

Formatted by the Design Department

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1 ROOFING IN OCCUPIED BOARD OWNED BUILDINGS

1.1 PREAMBLE

- 1.1.1 This Guideline (amended as required) is to be included by the Architect of Record, in all specifications for Board owned buildings that are occupied.

1.2 EMPLOYEE/STUDENT CONCERNS

- 1.2.1 While the fumes at specific concentration levels can be harmful for roofing employees, who experience day-by-day exposure, they are not considered to be harmful for the general population at the concentrations normally encountered in buildings undergoing roofing repairs, or on installations of new roofs for additions to existing schools.
- 1.2.2 There are many variables such as wind direction and building ventilation that play a part in whether the odours will enter a building. Roofing odours are strong and it is anticipated that they will be noticed. However, as long as they are not being directly pulled into a building by an intake window or open door, and there is no visual smoke or haze, the areas should be safe to occupy.
- 1.2.3 It should be noted that there is a certain portion of the population that are sensitive to some of the chemicals in the fumes. There are also expectant mothers who will have specific concerns about the fetus.

1.3 ROOFING PROCEDURE FOR OCCUPIED BOARD OWNED BUILDINGS

- 1.3.1 Notwithstanding the above, in conjunction with the co-chairs of the Board's joint Health and Safety committees, the Board has established procedures to minimize the disruption to normal school operations and to reduce concerns which may arise from staff and/or parents regarding health and safety matters.
- 1.3.2 ***Roofing work in occupied Board owned buildings MUST be done on weekends or at times when the existing school is unoccupied by students.***
- 1.3.3 ***The Contractor must calculate this in the tender cost. The Board will not pay extra for work to be performed in off-hours or weekends.***
- 1.3.4 Since it is possible that school or administration staff may occupy the building even though students may not be present, prior to commencing any work, the General Contractor and the Roofing Contractor will be required to meet with the school Principal and/or the Board's Construction Representative to review site issues which impact on staff and, possibly, students.
- 1.3.5 The General/Roofing Contractor shall provide a 5 working days' notice of roofing work to the school principal and the Board's Construction Representative, so that:

- 1.3.5.1 Concerned staff may consult their physician, if appropriate, and
- 1.3.5.2 The school administration may make arrangements for moving classes to alternate locations in the school if applicable.

1.4 SAFETY AND PROTECTION

- 1.4.1 The General/Roofing Contractor must review with the school Principal safety precautions for all building occupants.
- 1.4.2 Areas around construction activities must be declared "out of bounds" to all school occupants.
- 1.4.3 The General Contractor and Roofing Contractor must adequately secure materials during storage and when in use, to prevent items from blowing off roofs.
- 1.4.4 Ladders must be removed at night and shall not be accessible by anyone at any time.
- 1.4.5 The General/Roofing Contractor will provide applicable MSDS sheets for materials to be used in the roofing repairs.
- 1.4.6 The General/Roofing Contractor must consult the school's asbestos log prior to commencing work to ascertain existing roof materials.
- 1.4.7 Tar kettle work shall not commence before 3:00 p.m. at any location without prior approval of the school Principal.
- 1.4.8 Access to the roof by the Contractors' forces must be by exterior ladders wherever possible.
- 1.4.9 The General/Roofing Contractor shall schedule deliveries of materials to the job site when students are not present in the school yard.
- 1.4.10 The General/Roofing Contractor will minimize vehicular traffic at the school during all school hours.
- 1.4.11 The General/Roofing Contractor shall ensure that all debris is removed from site, and that all affected areas are made good upon completion of work.

1.5 SET-UP AND OPERATIONS

- 1.5.1 The General/Roofing Contractor must review with the school Principal and Representative of the Board's Construction Department, to determine the best location for the Contractors' equipment and materials so that:
 - 1.5.1.1 Location of material storage is away from windows and does not provide easy student access to roofs.
 - 1.5.1.2 Waste disposal bins are located so as not to present fire hazards (i.e. away from walls and roof eaves).
- 1.5.2 All materials and work areas must be boarded off and secured with plywood boarding by General/Roofing Contractor.

- 1.5.3 Location of tar kettle must be away from windows, doors or mechanical vents to minimize odour distribution.
- 1.5.4 General/Roofing Contractor must block off all air intakes and exhausts during tar kettle operations. School custodial staff must be informed prior to this operation.

2 PAINTING IN OCCUPIED BOARD OWNED BUILDINGS

2.1 PREAMBLE

- 2.1.1 This Guideline (amended as required) should be included by the Architect of Record, in all specifications for Additions/Renovations that are occupied.

2.2 GENERAL

- 2.2.1 Paint can be hazardous if it is used without taking common sense precautions. While most paint is not an especially high-risk substance, many paints contain ingredients that can cause health and safety problems and certain segments of the population is sensitive to paint fumes of all kinds.
- 2.2.2 Workers must know the hazards and the basic protective measures that can make painting as safe.
- 2.2.3 The Painting Contractor must keep all equipment clean, in good working condition and stored in its proper place.

2.3 PAINTING PROCEDURES IN OCCUPIED BOARD OWNED BUILDINGS

- 2.3.1 Schedule painting to occur when the area is unoccupied (for example, evenings, on weekends or during vacation periods), and allow time for paint odours to dissipate before occupants return to the area.
- 2.3.2 If the area being painted has a heating, cooling, and ventilation system that is shared with other area, those areas should also be unoccupied.
- 2.3.3 Special consideration should be given to the examination periods and other times when sensitive individuals may be less able to modify their activities to avoid contaminants.
- 2.3.4 The General/Painting Contractor must supply and exhaust fans to remove paint fumes from the building.
- 2.3.5 Fans are to be operated continuously (24 hours/day, 7days/week), at the highest possible outdoor air supply setting, from the beginning of the painting work until several days after painting has been completed.
- 2.3.6 Block return openings to prevent air circulating from the work area to occupied areas.
- 2.3.7 As a minimum, the General/Painting Contractor should follow the following procedures:

- Don't mix paints with other substances without approvals.
- Keep paints away from ignition sources.
- Keep paint containers closed and tightly sealed when not in use.
- Don't use paint from a container with missing or illegible label.
- Wash before eating, drinking, smoking, applying makeup or touching contact lenses.
- Remove paint from skin according to manufacturer's recommendations, NEVER use solvents or thinners.
- Contain and clean up any spills immediately, according to MSDS and supervisor's instructions.
- Dispose of empty paint cans and combustible rags promptly in proper receptacles.
- Dispose of excess paints, thinners and solvents according to proper procedures.

2.4 SAFETY AND PROTECTION

2.4.1 Wear proper PPE when working including, but not limited to the following:

- 2.4.1.1 Clothing that fully covers the skin.
- 2.4.1.2 Gloves that resist specific paint ingredients.
- 2.4.1.3 Eye/face protection if recommended. (Safety glasses, goggles, hoods or face shield.
- 2.4.1.4 Properly fitted respirators when required.
- 2.4.1.5 Use protective skin creams when appropriate.

2.4.2 Keep area clean and access to tools and equipment uncluttered.

2.5 MATERIAL SAFETY DATA SHEETS

2.5.1 Know where the Material Safety Data Sheets (MSDS) book is kept and how to read the MSDS. Check labels of all chemicals and MSDS for ingredients, hazard, protective procedures and PPE.

2.6 EMERGENCY PREPAREDNESS

2.6.1 Be prepared for an emergency. Fast, proper first aid is critical when someone is overexposed to a paint product. For inhalation related problems, get the person to fresh air right away. If needed provide oxygen or artificial respiration. For rashes or other skin problems, remove contaminated clothing and wash thoroughly with soap and water. When paint comes in contact with the eyes, flush eyes with warm water for at least 15 minutes and get immediate medical care.

2.7 AWARENESS OF POTENTIAL HAZARDS

2.7.1 Be aware of these potential hazards:

- Rashes, swelling, etc., from short term skin contact.
- Eye irritation; sore throat, cough, runny nose; nausea, fatigue, dizziness, flu-like symptoms from short term inhalation.
- Liver, kidney, lung, digestive system, central nervous system damage from long term or massive exposure.
- Sensitization (skin or respiratory) to any future exposure from long term or massive exposure.
- Fire - Avoid using paint in an unventilated area; never expose it to an ignition source such as a spark, lit cigarette or static electricity.
- Explosion - especially if closed container is exposed to high heat.
- Reactivity from mixing with or exposure to other substances, including water.

2.8 EXPOSURE TO PAINT HAZARD

2.8.1 **Inhalation** - Get to fresh air immediately. Oxygen or artificial respiration may be needed.

2.8.2 **Skin contact** - Wash with soap and water after removing any contaminated clothing.

2.8.3 **Eye contact** – Flush eyes with warm water for at least fifteen minutes and get medical attention at once.

2.8.4 **Ventilation**: Painting in a well ventilated area reduces the chance of inhaling hazardous vapors, and makes fires much less likely.

END OF ROOFING AND PAINTING GUIDELINE IN OCCUPIED BOARD OWNED BUILDINGS

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