



June 2, 2009

HEALTH AND SAFETY BULLETIN

These include:

- Using roofing kettles with after burners;
- Locating roofing kettles away from and downwind of building air intakes;
- If roofing kettles cannot be moved away from air intakes, air intakes are closed and sealed;
- Adjusting building ventilation systems according to roofing activity; and
- Selecting appropriate roofing materials

Building occupants should be notified prior to the commencement of roofing projects. Occupants with known respiratory conditions should consider relocation during roofing activities and should consult their physician if they experience adverse health effects.

Windows downwind from roofing kettles should be kept closed while roofing work is occurring.

If there are window air conditioners in the building, set the air conditioner to recirculate air. Do not draw outside air into the building, as this will introduce odours into the building.

Addressing Concerns during Roofing Projects:

During a building roofing project, resolution of concerns is facilitated by a Department/Faculty designating a contact person such as an administrative assistant or health and safety officer to receive concerns from building occupants. The contact person then addresses concerns directly with Physical Plant Services.

Information about roofing concerns is forwarded to the appropriate Physical Plant Services Area Manager or Project Manager.

If you have immediate concerns relating to roofing projects including:

- Unusual amounts of fumes/smoke entering building or
- Unsafe conditions such as blocked exits or construction debris.

Notify your Department/Faculty contact person (if designated) or Physical Plant Services (Fix-it Desk) at extension 77301.

If you require further information regarding asphalt materials used in a roofing project, contact the Department of Environmental Health & Safety at safety@queensu.ca or call extension 32999.

If you require accommodation, notify your supervisor.