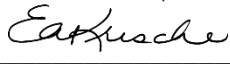


POLICY: Reported Natural Gas Odours/ Carbon Monoxide alarms			NUMBER: WP-7
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Elizabeth Krische	CLASSIFICATION: Work Procedure	EFFECTIVE: September 1, 2021
			SUPERSEDES: February 25, 2016

PURPOSE:

To ensure that all reported concerns of natural gas odours and Carbon Monoxide alarms are investigated and identified by a qualified person as quickly as possible and that necessary action is taken.

Qualified person: Gas Technician1 or Gas IMT license holder

CLIENT SERVICES RESPONSIBILITIES:

1. Receiver of call should attempt to:
 - a. determine if concentration of odour is weak or strong
 - b. determine if it is widespread or confined to one area
2. Immediately, and with any means available, dispatch a qualified person to the site.
3. Alert Western Special Constable Serve(WSCS) of situation in case building has to be evacuated.

INVESTIGATING PERSON OR QUALIFIED PERSON ON SITE:

1. In coordination with Stores, ensure that the following are available:
 - a. Transportation to the affected building
 - b. Portable radio
 - c. Intrinsically-safe flashlight
 - d. Multi gas detector capable of detecting natural and propane gas as well as carbon monoxide concentrations. The detector must be charged, and calibration verified by Stores staff prior to use.

If dispatched person is moving directly to site have radio and multi gas detector delivered to site.

2. Observe the general conditions of the affected site and use the multi gas detector to determine if area in danger of explosion or any other hazard. Avoid turning on light switches.

Assessment at this point must be put into one of two categories:

- a. **NO DANGER OF EXPLOSION or CARBON MONOXIDE LEVEL ARE LOW (<50ppm)**
 - i. Inform WSCS of situation
 - ii. Vent area where possible

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iii. Trace source of odour and eliminate / repair.

b. DANGER OF EXPLOSION OR HIGH LEVELS OF CARBON MONOXIDE DETECTED THROUGHOUT THE BUILDING (>50ppm)

- i. Evacuate building with use of fire alarm
- ii. Inform WSCS of situation
- iii. Isolate building from gas main
- iv. At this point, Western University Trades and other personnel (such as Western University HazMat Team) could assist London Fire Department (LFD) in locating the source of the problem; or in determining when building is safe for re-occupancy.
- v. Once scene is secure, contact Client Services and request an electrician to be dispatched to site

AFTER NORMAL WORKING HOURS:

- 1. WSCS will receive call and perform initial investigation. Vent area and eliminate source of odour where practical. Assessment of situation by WSCS to be made as quickly as possible and building evacuated if required.
- 2. On-call mechanical tradesperson notified and brought in to determine further action required.
- 3. Follow procedure for **NO DANGER OF EXPLOSION or CARBON MONOXIDE LEVEL ARE LOW (<50ppm)**

OPERATION OF Multi Gas Detector

Multi Gas Detector is calibrated, maintained and stored in the tool crib in Support Services Building (SSB). Device manufacturer is WEI, model CD100A.

CAUTION: ALWAYS TURN ON ANY DETECTOR IN A GAS- FREE ENVIRONMENT TO ENSURE PROPER ZERO ADJUSTMENT OF THE DETECTOR.

To read % LEL (Lower Explosion Level):

- 1. Push the POWER/MUTE BUTTON (A). This will initiate the start-up sequence. There will be a warm-up period. Unit will display ERROR message if sensor is not operable or BAT LOW when batteries need replacing. Display will indicate LEL readings by showing an "L" next to the % symbol. Always refer to instruction manual for complete use instructions, located in box with Detector.
- 2. The EX display (Natural Gas) audio and visual alarm indicators from 10% LEL to 100% LEL. The Carbon Monoxide (CO) will alarm at 50PPM.
- 3. Caution not to insert Detector end in elevated temperature areas, such as flues or vents. This will damage sensor.
- 4. The read-out will continually display the percentage of LEL present.
- 5. To turn detector off, press down power button and hold for three seconds and release.