

KRC Cold Room Standard Operating Guidelines

General Information

This procedure institutes the minimum safety requirements for use of the KRC Cold Rooms. The Cold Room Standard Operating Guideline (SOG) is required at KRC by the Occupational Safety and Health Administration (OSHA) in order to inform employees of the correct guidelines for utilization of the cold room for safe research and testing. Failure to follow the Cold Room SOG may result in serious injury or death.

Application

The Cold Room SOG, when followed correctly, will insure that users of the cold room will operate in a safe manner. Every cold room user will receive training and background information on the purpose and use of the Cold Room SOG. The user of the cold room is expected to correctly follow the guidelines set in the Cold Room SOG.

Disciplinary Action

When a user fails to follow the Cold Room SOG they will be subject to disciplinary action.

Affected Machinery or Equipment

The cold room compressors and evaporators are controlled via computer/internet access or by switches in the mechanical room. Controlling the on/off or temperatures of the room does not require following the Cold Room SOG because the user is not in the cold room when doing this task. The Cold Room SOG has to be followed only when the compressors and evaporators are in operation and the user is in the cold room.

The Cold Room SOG is on the following page.

Guidelines for Cold Room Use

- 1) Preparation: Cold room users should review the written guideline to insure that they completely understand the Cold Room SOG.
- 2) Notify the Cold Room Manager/Facility Manager when the cold room use is planned.
- 3) Users will be shown proper operation of cold room doors and safety procedures.
- 4) Proper personal protection equipment (PPE) must be worn when working in the cold room during operation. This includes warm clothing, boots, hat, gloves or mittens as well as safety glasses or hearing protection if the test or operation requires them.
- 5) It is recommended that the two person rule be followed in using the cold room. If the test or operation prohibits two people in the room at the same time the second person can be located in the adjacent office or just outside the door so they can view the person in the cold room through the observation window.
- 6) The user will notify his/her supervisor that they will be using the cold room.
- 7) The user will notify his/her supervisor of the time they plan to enter and exit the cold room.
- 8) The user will contact his/her supervisor just before entering the cold room and immediately after they leave the cold room.
- 9) The supervisor is responsible for checking on the user at the appointed time of their exit from the cold room.
- 10) In the event of an accident the user or supervisor should contact the Cold Room Manager/Facility Manager immediately.

Contact Information:

Cold Room Manager/Facility Manager – Mark Osborne	(906) 281-0422
Shop Manager - Joel Kunnari	(906) 281-1064
Director ISR - Russ Alger	(906) 281-1569
Emergency – from KRC Phones	8-911
Emergency – from cell phone	911