

Policy: *Cold Weather Policy*

Responsible Party: *Director, Safety and Risk Management*

Revised: *2/1/2017*

Effective date: *7/1/2013*

Review date: *2/1/2020*

Introduction and Purpose:

Safety and Risk Management is committed to promote effective regulatory compliance, environmental health and safety practices through expertise and assistance; incorporating Risk Assessment and Risk Control strategies throughout MSU increasing our organization’s ability to succeed while enhancing institutional value. The Safety and Risk Management Policy endorses programs, procedures and resources which assist in this promotion.

This policy is an overarching document that outlines the policies set in place by Safety and Risk Management (SRM) for Montana State University (MSU) and its employees. Referenced procedures, written programs, training requirements and guidelines apply to employees as described in the relevant policies and procedures. MSU departments, administrators, managers, faculty and staff are required to comply with the requirements and specifications established for this purpose.

The primary goal of the Safety and Risk Management Policy is to ensure that the safety and health of faculty, staff, students and the visiting public will not be compromised while on campus. A major contributing factor to this is through practicing industry best practices to maintain compliance with environmental and safety laws, rules and regulations.

Policy:

100.00 GENERAL

The Office of Safety and Risk Management (SRM) at Montana State University (MSU) has developed a cold weather policy designed as a preventative measure to reduce risks of property damage to MSU buildings and infrastructure resulting from periods of cold and snowy weather.

200.00 TRIGGER POINTS

Trigger points have been established for inspection and cold weather prevention activities.

210.00 *During normal business operations*

1. Heating Plant and related system **below 20° F**
2. University wide **below 0° F**

220.00 ***Prior to extended business operation closures (i.e. school breaks, holidays)***

1. Heating Plant and related system **below forecasted 20° F**
2. University wide **below forecasted 20° F**

300.00 **RESPONSIBILITIES**

310.00 ***Safety and Risk Management***

1. Overseeing and reviewing the policy annually with responsible departments.
2. Extra notification to occupants prior to significant cold weather events.
3. Assist departments in establishing cold weather procedures.
4. Confirming departments will follow their cold weather procedures prior to winter and significant cold weather events.
5. Property loss claims will be reviewed quarterly for trends and to seek out additional preventive measures for any trends seen.

320.00 ***Departments***

1. Establish, with the assistance of SRM, cold weather procedures.
2. Follow established cold weather procedures prior to and during periods of cold weather.

330.00 ***Supervisors and Management***

1. Inspect the building envelope for:
 - a. weather tightness
 - b. clear and functional drainage systems
 - c. functional louvers and dampers
 - d. drained add/or anti-freeze protected water systems
 - e. functional heating systems
 - f. extra portable heaters if necessary

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2. Post proper signage to remind occupants to leave vulnerable doors, cabinets and fume hood sashes partially open.