

WBFO Tower Site Access Policy	Document No: SA-025-A
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1.0 Purpose

Ensure the safety of all faculty, staff, students and contractors accessing the UB owned land on the east side of Millersport Highway where the WBFO tower is located. This area is heavily wooded and not easily accessible.

2.0 Scope

This policy applies to all persons who access the site for work and research purposes.

3.0 Responsibilities

3.1 Authorized Personnel

- Shall be familiar with this policy.
- Shall have a device capable of communicating with UB Police to report emergencies.
- Shall not make copies of keys or distribute keys to unauthorized users.
- Shall call 811 prior to any excavation pursuant to NYS Code Rule 753.

3.2 UB Police

- The police respond to emergency calls and investigate when there is suspicion of unauthorized access to the site.

3.3 UB Environment, Health & Safety

- Maintain this policy and provide guidance on safety issues as requested.

4.0 General Rules for Access to Site

Personnel accessing this site should follow the steps outlined herein based on the type of work being performed and time they expect to be on site.

- 4.1 Keys are available from the Key Desk in the Beane Center.
- 4.2 Working alone is only allowed for tower tenants, their contractors, and UB employees. Project planning, surveying, etc., is not “work” for the purpose of this procedure.
- 4.3 Prior to opening the gate by the bike path, call University Police and notify them of your planned operations, number in your party and expected time of departure.
- 4.4 If the gate is already open upon arrival, ask the Police who is on site. If they have not logged a call regarding access, request that they respond and enter with you.
- 4.5 If you notice anyone on site who is not a tenant, contractor or UB employee, call the police immediately. Do not confront anyone you think may be dangerous.
- 4.6 Sanitation facilities are not available on site. Entrants should plan on bringing supplies as needed (water, hand sanitizer, insect repellent, sunscreen, etc).
- 4.7 Work groups should bring a first aid kit.
- 4.8 Persons allergic to bee stings shall have an epi-pen or proper medication on site.
- 4.9 Personnel have reported significant deer tick activity. Insect repellent with 20-80% DEET is recommended for use by all persons working outside in addition to following Lyme Disease prevention measures as outlined by the NYS Department of Health. See notes in Section 6.0 below.
- 4.10 Report any injuries or unsafe conditions to your supervisor and EH&S.
- 4.11 The site has no garbage service and each person/group must remove garbage or unused materials for off-site disposal.
- 4.12 Lock the gate upon leaving the site.

5.0 Emergencies

All Emergencies (FIRE, EMS, POLICE) 716-645-2222

Emergencies include, but are not limited to, the following:

1. Auto crashes
2. Personal injury accidents
3. Fires
4. Requests for emergency medical services
5. Police issues such as theft of property

Important UB Telephone Numbers:

Environment, Health & Safety (EH&S)	716-829-3301
Facilities Planning and Design (FP&D)	716-645-2612

6.0 Special Deer Tick Advisory and Countermeasures

- Wear light-colored clothing with a tight weave to spot ticks easily.
- Wear enclosed shoes, long pants and a long-sleeved shirt. Tuck pant legs into socks or boots and shirt into pants.
- Check clothes and any exposed skin frequently for ticks while outdoors.
- Consider using insect repellent.
- Avoid walking in the woods and bushy areas.
- Avoid sitting directly on the ground.
- Keep long hair tied back.
- Bathe or shower as soon as possible after working on site (preferably within two hours) to wash off and more easily find ticks that may be on you.
- Do a final, full-body tick check at the end of the day and remove ticks promptly.

7.0 Document Revision History:

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Revision	Section(s) Changed	Change(s) Made:	Date
00		First Issue	2016-11-10