

The University of British Columbia Okanagan		Rooftop Access
Work Procedure		001-08
Prepared by:	Approved by: R. Bizzotto S. Kayfish	Issue Date: Oct 21st, 2008 Replaces: n/a

1. Application

This procedure applies to all persons who may be required to work in or require access to roofs. It is mandatory that all work carried out in these areas be done in compliance with this and other relevant work procedures.

Workers, contractors, and others that require access must be fully trained and knowledgeable of the issues and work procedures associated with rooftop access. Facilities Management must approve all applications prior to entry and has the authority to prohibit access if unsafe conditions exist.

2. Hazards

- Falls from unguarded roof edges
- Potential exposure to hazardous materials
- Slipping due to rocky surface, smooth roofing material, weather or environmental conditions
- Tripping due to equipment, cables or other materials

3. References

UBC O 002-08 Fall Protection

WCB Regulations Part 11, Fall Protection
Part 5, Chemical and Biological Substances
Table 5-4, Exposure Limits and Designations

4. Access Issues and Entry Procedures

Once the Roof Access Application form is completed, keys can be signed out from the Facilities Management office, front desk, located in the Student Services Building, room 101. A copy of the form, complete with approval signatures, must be provided to the Facilities Management front desk.

A pre-work inspection must be conducted by Facilities Management to ensure the roof is safe to access if hazardous conditions could exist. Permissions granted may be revoked by Facilities Management or Health Safety & Environment at the last minute due to hazardous weather conditions or other potentially dangerous situations.

5. Rooftop Access and Procedures

All persons requiring access to building roofs must be authorized and have the approval of their supervisor. Application must be made to the Manager of Facilities Management or designate, a minimum of 2 days in advance. Access is restricted to those who require access for business or academic purposes.

On roofs where there is a recognized hazard such as fumehoods or unguarded edges, those granted access must be fully trained in the hazards and control measures. This may include but is not limited to:

- Fall protection

- Ladder safety
- Respiratory protection if Strobic or other fume hood fans or duct work are opened.

Rooftop access doors and hatches will be locked to exclude passage by those that do not have the required authorization and training. Access routes to roofs are via several different means including direct access or stairways (Ships Ladders, rung ladders) to a door or hatch.

6. Quality Assurance

There will be a formal preventative maintenance inspection and assurance program established to ensure that that all rooftop hazards are identified, eliminated or effectively controlled as required. These inspections will be carried out by qualified persons in Facilities Management and Health Safety & Environment if required (i.e. chemical or radioactive testing). The inspections conducted by Facilities Management will be customized for each area, listing the items to be inspected and the conditions to be met. The inspection forms will be dated and initialed by the persons doing the inspections, and posted in the Central Heating Plant to preserve documentation requirements and allow for easy reference as required. Any moderate to serious deficiencies found during the course of these inspections that compromise the room or rooftop integrity will signed out of service until correct action is applied.



Rooftop Access Application

Name:	
Department:	
Building:	
Roof Area (i.e. SW corner):	
Requirement (Justification) For Roof Access:	
Description of Roof Top Activities:	
Do Departmental Procedures for Roof Top Activities Exist? Please attach a copy	
Site Specific Fall Protection Attached (if any work will be performed within 6 feet of the roof edge fall protection procedures apply)	
Date Access Required:	
Access Required Until (Date):	
I understand that building roof tops are inherently dangerous. I agree to limit my activities to that as described above and I will follow all the applicable procedures and safety requirements.	
Signature:	Date:
Supervisors Signature:	Date:
FACILITIES MANAGEMENT USE ONLY	
APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>	
Comments:	
Authorizing Signature:	Date:

HSE may audit completed Rooftop Access Application Forms at regularly scheduled intervals or at random to assess the effectiveness of the program and ensure compliance with University requirements.