Roof Access Orientation:

All University and Non-University personnel who need access to any roof on University of Alberta buildings will be required to attend a roof access orientation conducted by the Facilities & Operations (F&O) Safety Division. F&O Safety Division will maintain a record of these individuals. Regular Roof Access Orientations are held every Thursday Morning at 8am in 2-25 Materials Management Building. Request for attendance can be sent to fosafety@ualberta.ca

University and Non-University personnel who have NOT attended the Facilities and Operations roof access orientation and require single access to University Roofs may enter under the condition that they are escorted by a member of the F&O Architectural Group. The requester is to submit a work requisition to the F&O Maintenance Desk on the 4th floor of General Services Building (GSB).

Hazard Assessment:

• Assess ALL hazards associated with the work and roof environment and decide on safe work practices to eliminate or control these hazards.
• Record the findings of the assessment using a hazard assessment form (ie. pre-job safety instruction booklet) and discuss the findings with all personnel involved with the work activities.
• Establish an effective means of communication with the approving authority (F&O Architectural Group) before performing any work which may alter the integrity of the structure. Example: Adding/removing equipment, drilling into the structure, etc.

Access Key Sign Out:

Only individuals who have attended the F&O roof access orientation will be granted permission to sign out rooftop keys. Keys are located in the following locations:

Academic/Research Buildings- 4th Floor GSB
Ancillary Residential Buildings- 0-37 Mackenzie Hall

To sign out keys, proof of F&O Roof Access Orientation by the F&O Safety Division and a Roof Access Key Request Approval form must be provided (roof access key approval forms can be obtained from 1-19 RE Phillips).

Keys can be signed out between the hours of 8am-4pm Monday thru Friday.
**Access for Routine Maintenance and Scheduled After Hours Work:**

All *University and Non-University personnel* who access or depart the roof after hours MUST contact the Control Center.

When working on any roof between the hours of 16:00-08:00 (4pm- 8am), weekends and holidays, telephone the Campus Control Center at 492-4855 and provide the following information:

- Name(s) of person(s) to be on the roof;
- Department Name;
- Department Contact Person;
- Telephone or cell phone number;
- Location (Building);
- Reason for Access/ Type of work to be completed; and
- The estimated time to be on the roof.

**After Hours Emergency Access:**

In the case of an emergency, contact Campus Control Centre (492-4855).

Night Supervisors may grant access in the event of an emergency (ie. Mechanical failure, Roof leaks, etc).

**Faculty/Department Responsibility:**

Faculty/Departments are responsible for ensuring roof access procedures are followed.

ALL research conducted on the rooftop for any period of time must be pre-approved by the F&O Architectural Roofing Division. Researcher must submit a summary of the scope of work, a detailed Hazard Assessment and a rooftop Impact assessment. For more information and to attain a copy of the Roof Access-Research Approval form, please contact the Roofing Division wes.andringa@ualberta.ca.

**Legislation**

When working from a roof, employers and workers shall take preventative measures to prevent falls in accordance with the Alberta Occupational Health and Safety Code Part 9: Fall Protection.

**Contractor Requirements**

Project Coordinators/Managers are responsible to ensure that contractors are aware and follow the Facilities and Operations roof access procedures.
Prior to the commencement of **ANY** work done on a roof, contact shall be made to the Facilities & Operations Architectural Roofing Division at wes.andringa@ualberta.ca, to address any concerns about roof membrane, or structural integrity and/or discuss inspection requirements.

**Roof Anchor Certification**

Roof Anchors are NOT kept certified on an annual basis. Any certifications required for roof anchors as part of a fall protection system is the responsibility of the user.

For more information on roof anchor certification and the University of Alberta Policy, please contact the Facilities and Operations Architectural Roofing Division at wes.andringa@ualberta.ca

**Exceptions:**

Representatives from the UofA or Contractor(s) who have completed the F&O roof access orientation may escort an individual onto the rooftop until the next scheduled weekly roof access orientation. The representative is responsible to provide a site specific orientation listing the details of this Roof Access Procedures. The representative is taking responsibility over the un-orientated individual and therefore shall not leave the un-orientated individual unattended for any given amount of time on the roof.

Any further requests for exceptions or deviation from the Roof Access Procedures must be authorized by the F&O Architectural Roofing Division.

**Consequences for Violation of Procedures:**

Examples of where access may be revoked are:

1. Not contacting the authorizing authority regarding access to the roof of any University of Alberta building when work may alter the integrity of the structure. (wes.andringa@ualberta.ca)

2. Propping open access doors that may allow unauthorized individuals onto the roof.

3. Giving keys or unauthorized access to individuals who have not had a roof access orientation by the Facilities and Operations Safety Division.