



Work Procedure	UBCO-HSE-OHS-WP 18-001
Facilities Management Health, Safety & Environment	Date Created: October 21, 2008 Date Updated: March 10, 2021 Supersedes: April 19, 2018

Rooftop Access

1. SCOPE

This procedure applies to all persons who may be required to work in or require access to rooftops. 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 including but not limited to exhaust hazards
- slipping due to rocky surface, smooth roofing material, weather or environmental conditions
- tripping due to equipment, cables or other materials
- potential overhead hazard from rooftop access hatch frames

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
- Part 9, Confined Spaces

4. ROOFTOP ACCESS ISSUES AND ENTRY PROCEDURES

All persons requiring access to building rooftops must be authorized and have the approval of their supervisor. The Rooftop Access Application Form (located at the end of this document) must be submitted to Facilities Management a minimum of 2 business days in advance. Access is restricted to those who require access for business or academic purposes.

Rooftop access doors and hatches will be locked when not in use to prevent access 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. When working on a roof, the access door or hatch

is to be closed unless it is in active use (e.g. transfer of materials onto roof); this is to prevent person(s) from inadvertently stepping or falling through the opening.

Once the Rooftop Access Application Form is approved by a Facilities Manager (or designate), electronic Salto access can be arranged via the Campus Security office (LIB 018). Further information on the process can be found here: <https://security.ok.ubc.ca/salto/>.

On rooftops 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 / accessed

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 any time due to hazardous weather conditions or other potentially dangerous situations.

5. 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 (e.g. 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 roof or rooftop integrity will be signed "out of service" until the correct action is applied.

6. REVIEW AND RETENTION

This Work Procedure is reviewed annually or whenever deemed necessary by the responsible departmental representative in Health, Safety & Environment.

7. APPROVAL OF UBCO ROOFTOP ACCESS PROCEDURE

Original:

	Author(s)	Facilities Management	Health, Safety & Environment
Name		Roger Bizzotto	Shelley Kayfish
Date	2008/10/21		

Revision:

	Author(s)	Facilities Management	Health, Safety & Environment
Name	Jason McLeod, Health & Safety Advisor	Roger Bizzotto, Associate Director	Adrian Hingston, Associate Director
Date	2021/03/10		



Rooftop Access Application

Name:	
Department / Organization:	
Building:	
Roof area (e.g. SW corner):	
Requirement (justification) for roof access:	
Description of roof top activities:	
Have you reviewed the UBCO Rooftop Access Work Procedure?	
Do departmental procedures for roof top activities exist? If yes, please attach a copy.	
Will any work will be performed or will any person be situated within the Control Zone (i.e. within 2 metres / 6.5 feet of a roof edge)? If yes, attach site-specific fall protection plan.	
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:	
Supervisor's Signature:	
Date:	
Facilities Management Use Only	
APPROVED <input type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Comments:	
Authorizing Signature:	
Date:	

The Department of Health, Safety & Environment 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.