ORIENTATION

Who requires it?

- All University and Non-University personnel (contractors, consultants, specialists, etc.) who need access to any roof on University of Alberta property will be required to attend the roof access orientation conducted by the Facilities & Operations (F&O) Safety Division.

Exemption:
- Applies to one-time access only!

- UofA employees 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 document.
  - 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 exemptions or deviation from the Roof Access Procedures must be authorized by the F&O Architectural Trades Group.

KEY SIGN OUT PROCEDURE

1. Attend the orientation and receive Roof Access Orientation Card;
2. Complete Roof Access Key Request Approval Form; and
3. Go to designated key sign-out location to sign out key.

ORIENTATION AND CARD

- Roof Access Orientations are held every Thursday morning at 8am in Room 2-25 at Materials Management Building. Request for attendance can be sent to fosafety@ualberta.ca;

- F&O Safety Division will maintain a record of these individuals. (Note: Training for UofA staff will be entered into Aim);

- The orientation does not expire;

- The Roof Access Orientation Card will be issued after the completion of the orientation; and
If you lose your Roof Access Orientation Card, you must re-attend the orientation and get a new card

- Take a picture of your card for permanent record

**ROOF ACCESS KEY REQUEST APPROVAL FORM**

- Must be obtained from F&O Architectural Trades group at R.E. PHILLIPS BUILDING - ROOM 100;

- Must be submitted along with proof of the Roof Access Orientation Card and photo ID at the key sign-out location; and

- **ONLY VALID** for the building and the duration of the job stated on the form.

Note: If job is more than 10 days, only the initial signed form is required to re-sign-out the key.

**KEY SIGN-OUT LOCATIONS**

Keys are located at two locations on the North Campus:

- **General Services Building**, 4th floor, Front Desk
  → for academic/research buildings

- **Mackenzie Hall**, Room 0-37
  → for Ancillary residential buildings

*Key sign-out occurs between: 0800-1600 - Monday to Friday*

Requirements to sign-out keys:
1. Photo ID (drivers license);
2. Proof of completion of the Roof Access Orientation (signed orientation card);
3. Signed Roof Access Key Request Approval Form (obtained at: RE Phillips - Room 100);
4. Review of roof plan of applicable building (i.e., access points, specific equipment, potential hazards);
Roof Access Procedures

- Keys may be signed out for a maximum of **10 days**;

- If the keys are required for a period of more than 10 days, the University representative may arrange to have temporary keys cut;

- All lost key(s) must be **immediately** reported to UAPS; and

- If keys are lost or not returned, contractors could be responsible for the rekeying costs of the entire building(s) or area(s) involved.

**AFTER-HOURS ACCESS**

1600-0800, including weekends, holidays

- Request is submitted to Campus Control Center at: **780-492-4855**
  - Name(s) of workers
  - Department name and name of contact person
  - Telephone/cell number
  - Location of building to be accessed
  - Reason for access/type of work
  - Estimated duration of work on roof

- **In the event of an after-hours emergency (i.e., mechanical failure, water leaks, etc.), a Night Supervisor may meet the individual requiring access, and provide entry/access.**

**HAZARD ASSESSMENTS**

- Prior to any work commencing:
  - Identify, assess, eliminate (where possible) and control all hazards associated with the roof environment;
  - Document the hazard assessment on your FLHA (Field Level Hazard Assessment) (contractors to use their company form);
  - Review the hazard assessment with all personnel involved in the job scope;
  - Establish an effective means of communication with the approving authority (**F&O Architectural Trades Group**) before performing any work which may alter the integrity of the structure. For Example: Adding/removing equipment, drilling into the structure, etc.

*(NOTE: Contractors are **NOT** required to submit their hazard assessments to the University. However, if there is an incident, F&O Safety may request a copy of their hazard assessment)*
FACULTY DEPARTMENT RESPONSIBILITIES

- ALL research requires pre-approval from F&O Architectural Trades Group;
- Roof Access Research Application Form; and
- Submit a summary of the scope of work, detailed Hazard Assessment & rooftop Impact Assessment.
- For more information and to attain a copy of the Roof Access-Research Approval form, please contact wes.andringa@ualberta.ca.

https://www.ualberta.ca/vice-president-facilities-operations/forms-and-documents

ROOF ANCHORS

Certification:
- The University does NOT certify roof anchors on an annual basis;
- Certification for roof anchors, as part of a fall protection system, is the responsibility of the user; and
- Prior to anchors being used, they must be certified by a professional engineer;
- All Contractors are required to provide appropriate fall protection/arrest systems, and ensure that only certified anchors are used;
- All systems must meet OH&S legislation requirements (AB OH&S Code, Part 9 - Fall Protection); and
- The roof anchor certificate must be forwarded to the UA Project Manager and copied to F&O Architectural Trades group at: wes.andringa@ualberta.ca

Note: The use of mechanical devices to perform work activities such as elevated work platforms, must be approved by the UA Project Manager and F&O Architectural Trades Group. Individuals using these devices must also have the necessary training.

VIOLATION OF PROCEDURES

Access may be revoked if the individual:

1. Fails to contact the authorizing authority when work may alter the integrity of the roof or a structure (wes.andringa@ualberta.ca);

2. Props open an access door, which would then allow unauthorized individuals on to a roof top; or

3. Gives keys or unauthorized access to individuals who have NOT completed the roof access orientation