



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 complete and submit the roof access sign-off form.

Exemption:

- Applies to **one-time access only!**
- U of A employees or Contractor(s) who have completed the roof access orientation may escort an individual onto the rooftop.
 - 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.

HEALTH, SAFETY AND SECURITY REQUIREMENTS

1. All personnel who access a roof at the University of Alberta must [assess the hazards](#) and complete a fall protection plan as needed.
 - a. U of A Staff must follow the [U of A Fall Protection Program](#)
 - b. Contractors must follow their fall protection program/code of practices
 - i. If there is a Prime Contractor, all subcontractors must follow the prime contractors requirements.
2. [Roof anchors](#) are not certified on a regular basis and must not be used until certification has been completed or confirmed.
3. Control/Safe zones are not marked to identify the safe distance from the edge of the roof. It is the responsibility of the supervisor/worker to identify control zones if using them as part of your fall protection plan.
4. If using fall arrest, travel restraint, or other fall protection systems, workers must be properly trained and competent in the use, inspection, care, and storage of all equipment.
5. The roof access binders are available in RE Phillips 2-75. These binders are valuable but are not current. Anyone who is accessing the roof is responsible to review the binders and verify the information on site.
6. Doors to the roof must not be propped open and left unattended at any time. No unauthorized access to the roof is permitted.
7. Keys are the responsibility of the person who signed them out and must not be shared with anyone.



KEY SIGN OUT PROCEDURE

U of A Employees and U of A Contractors

1. Orientation - Review this procedure and sign off that it is understood
 - a. You will receive a Roof Access Orientation Card for future key-sign out as required.
2. Review the site-plan for the building (available in RE Phillips 2-75)
3. Complete Roof Access Key Request Approval Form; and
4. Go to the designated key sign-out location to sign out the key.
 - a. Keys for Residence buildings are signed out in Schäffer Hall 1-050
 - b. All other buildings for North/South Campus are signed out from Operational Supply and Services in RE Phillips 1-50.
 - c. Keys for all buildings at Augustana Campus are signed out from Facilities and Operations Building AG27.

Prime Contractor Staff/Subcontractors

1. The Prime Contractor is responsible for providing this procedure to all staff and subcontractors. This review is only applicable for the Prime Contractor's site for the duration of the project.
2. Keys must be signed out through the Prime Contractor
3. If keys are required for the duration of the project, please contact your U of A representative.

PROCEDURE REVIEW AND CARD

- Roof access will occur by reviewing this procedure and completing the required sign-off
- Acknowledgement certificates will be emailed to the staff member/contractor.
- Health, Safety & Environment will maintain a record of these individuals via the Roof Access spreadsheet. (*Note: Training for UofA staff will be entered into Aim*);
- This process does not expire.;
- If you lose your certificate, you must re-sign the google form (link below)



ROOF ACCESS KEY REQUEST APPROVAL FORM

- Must be obtained from F&O Architectural Trades group at R.E. PHILLIPS BUILDING - ROOM 275, Schäffer 1-050 (residence buildings) or Facilities Operations Building AG27 (Augustana Campus);
 - U of A Contractors must list the University Representative on the form.
 - U of A Staff must list their foreman on the form.
- Must be submitted along with proof of the Roof Access 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 the job is more than 10 days, only the initial signed form is required to re-sign-out the key.

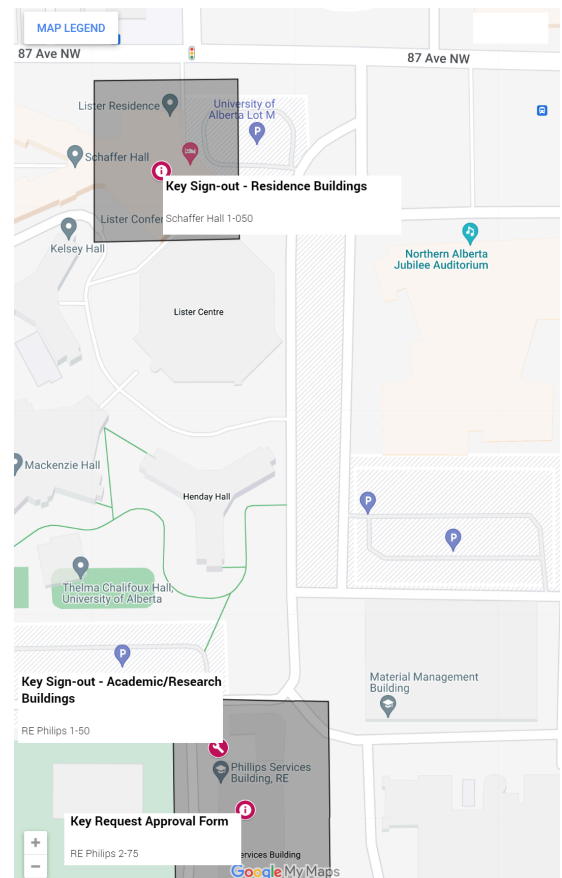
KEY SIGN-OUT LOCATIONS

Keys are located at two locations on the North Campus and one location on Augustana Campus:

- R.E. Phillips, 1-50
 - ☒ for academic/research buildings
 - ☒ 8:00-9:30am and 1-2:30pm for key sign out
- International House
 - ☒ for residential buildings
 - ☒ Key sign-out 0900-1530 - Monday to Friday, Closed from 1200-1300.
- Facilities and Operations Building, AG27
 - ☒ for Augustana Campus buildings
 - ☒ Key sign-out 0900-1530 - Monday to Friday, Closed from 1200-1300.

Requirements to sign-out keys:

1. Photo ID (drivers license);
 2. Proof of completion (orientation card);
 3. Signed Roof Access Key Request Approval Form (obtained at: RE Phillips - Room 275);
 4. Review of roof plan of applicable building (i.e., access points, specific equipment, potential hazards);
- 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 may 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.

****Must contact Control Center
once work is completed and after
the area has been re-secured****

HAZARD ASSESSMENTS

- Prior to any work commencing:
 - Identify, assess, eliminate (where possible) and control all hazards associated with the roof environment;
 - Hazards may include but are not limited to: falls from heights, slips/trips, fume hood exhaust stacks, research-specific equipment (i.e. beehives).
 - Talk to your supervisor or U of A representative if you have any questions/concerns.
 - 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;
 - Complete a fall protection plan as required.
 - 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, HSE 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. If assistance is required, contact HSE at hse.info@ualberta.ca.
- For more information and to attain a copy of the Roof Access-Research Approval form, please contact sweagant@ualberta.ca



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: sweagant@ualberta.ca;
- **If temporary anchors are used**, please reach out to the F&O Architectural Trades Group.

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 (sweagant@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 procedure review.

Sign-Off

Complete and submit the google form: [Roof Access Procedure](#).

If you do not receive a certificate or have difficulty accessing the form please contact hse.info@ualberta.ca.