

Roof Access Procedure and Requirements

SCOPE

This procedure applies to **all** <Organization Name> employees, its contractors and vendors that require access to any roof.

PURPOSE

This procedure provides written instructions detailing the accessibility to roofs, training required, permit issuance, and ensures the accuracy of the process.

ACCOUNTABILITY

The Property Manager is responsible to review and update this procedure as needed.

SAFETY

This procedure is written to comply with the minimum Occupational Health and Safety Administration's (OSHA) Construction Standards CFR 1926.501. Higher standards may apply based on roof and working conditions. Please contact a local contractor or your workers' compensation carrier to comply with all OSHA construction standards.

DEFINITIONS

Authorized Personnel: Employees, contractors, or vendors that have been trained of the risks associated with performing work on roofs or mechanical equipment located on roofs. Only personnel that are approved by <Organization Name> will be authorized to access the roof.

Controlled Access Zones: Controlled Access Zone (CAZ) means an area in which certain work (e.g., overhand bricklaying) may take place without the use of guardrail systems, personal fall arrest systems, or safety net systems and access to the zone is controlled.

Hot Works Permitting: Any work that requires cutting, grinding, operating open flames, or welding, while working on roofs or mechanical equipment located on roofs.

Permit: <Organization Name> *Roof Access Permit* form must be completed by Authorized

Personnel wanting the roof access. This permit must be signed and dated by the Property Manager.

Safety Monitoring System: A safety system in which a qualified person is responsible for recognizing and warning employees of fall hazards.

Warning Line System: A barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and designates an area in which roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area.

SAFETY RULES

Only Authorized Personnel are permitted to access roofs.

Upon completion of required training (See *Attachment A*), Authorized Personnel are signed off and allowed to apply for the <Organization Name> Permit.

One Permit is issued to a company if there is more than one individual representing that company and work is of a contiguous location. (Each individual must still be authorized under the training requirement).

If work is considered to be normal equipment repair and maintenance is within eight feet of the edge of the roof or the level you are working on; the Authorized Personnel must wear fall protection or be working from an elevated platform. Tie-offs are needed at these points.

The harness and lanyard must be inspected before use.

Any powered lifting equipment must also be inspected prior to the first use of the shift.

Contractors and vendors must supply their own fall protection equipment.

Any work classified as construction being performed within eight feet or less from the edge of the elevation must follow OSHA standard CFR 29 (1926.501.b 10); All roofs of <Organization Name> facilities greater than 50 feet wide must have a minimum requirement of a Warning Line System and safety monitoring while working (except where allowed by CAZ).

A *Hot Works Permit* is required when cutting, grinding, operating open flames or welding, while working on roof surfaces.

Beware of environmental conditions, which may affect ability to work on roofs. Snow, rain, ice, and wind are concerns that should be noted and additional precautions should be used to protect against possible fall or slipping.

Heat Stress – High temperatures and high humidity conditions may require more breaks from the work area. Appropriate dress is required.

Cold – Lower temperatures may require more breaks from the work area. Appropriate dress is required.

Skylights must be protected in accordance with OSHA standard CFR 29 (1910.23 a 4). Caution should be used to avoid these areas.

If the type of work is construction-related and there is an inspection, investigation, or assessment of workplace conditions prior to the actual start of construction work or after all construction has been completed, fall protection is not required as per OSHA standard CFR 29 (1926.500 a 1).

Smoking is prohibited, while working on the roof or on any <Organization Name> property.

All roof accesses must be controlled at all times. Access points must be locked at the completion of work activities for the day. This is the responsibility of the Authorized Personnel.

Permits are issued for daylight hours of the day they are requested, due to the possibility of changing conditions.

If at any time the safety of the Authorized Personnel that have access to the roof is in doubt, all roof activities are discontinued and equipment, materials, and property are secured, until the roof access is evaluated by the Property Manager.

A *Roof Access Log* must be filled out any time the roof will be accessed by any Authorized Personnel. This log is to be maintained and enforced by the Property Manager (See *Attachment B*).

All contractors that access the roof at any time must meet with the Property Manager to discuss what work is to be done, review the documents that pertain to the type work that is to be done, and fill out the Contractor Checklist (See *Attachment C*).

PROCEDURE

Authorized Personnel requests a Permit from the Property Manager prior to accessing roof.
Only Authorized Personnel are issued a Permit.

Property Manager:

- Reviews all roof hazards and job specific safety requirements with Authorized Personnel prior to allowing them roof access.
- Retains a Contractor Checklist (*Attachment C*) until work is complete for that job.

- Upon review of the Roof Access Training (*Attachment A*), issues a new Permit for that day's access to the roof.
- Unlocks roof, as required. Only Property Manager or designee unlocks access to the roof.
- Determines that roof work is completed, places roof access lock back on hatchways or ladders. Permit is now void.
- Reviews returned Permit and **retains Permit for (1) one year in a file identified for that purpose.**

Authorized Personnel returns Permit to Property Manager at end of work day.

ROOF ACCESS TRAINING

Attachment A

Training:

Only Authorized Personnel can access roofs at <Organization Name>. Authorized Personnel are those that have been trained of the risks associated with performing work on roofs or mechanical equipment located on roofs. Upon completion of required training, Authorized Personnel are then signed off and are allowed to apply for Permit. One Permit is issued to a company if there is more than one individual representing that company and work is of a contiguous location. (Each individual must still be authorized under the training requirement).

If work is considered to be normal equipment repair and maintenance within eight feet of the edge of the roof or the level you are working on, you must wear fall protection or be working from an elevated platform. Tie-offs are needed at these points. The harness and lanyard must be inspected before use. Any powered lifting equipment must also be inspected prior to the first use of the shift.

Any work classified as construction being performed within eight feet or less from edge of elevation must follow OSHA standard CFR 29 (1926.501.b 10). Roofs greater than 50 feet wide must have a minimum requirement of a Warning Line System and safety monitoring while working (except where allowed by Controlled Access Zones).

Work that requires cutting, grinding, operating open flames or welding, while working on roof surfaces or equipment must also attain a Hot Works Permit, along with the required Permit.

Beware of environmental conditions which may affect ability to work on roofs. Snow, rain, ice, and wind are concerns that should be noted and additional precautions should be used to protect against possible falls or slipping.

Heat Stress – High temperatures and high humidity conditions may require more breaks from the work area. Appropriate dress is required.

Cold – Lower temperatures may require more breaks from the work area. Appropriate dress is required.

Skylights are protected in accordance with OSHA standard CFR 29 (1910.23 a 4). Caution should be used to avoid these areas.

If the type of work is construction-related and there is an inspection, investigation, or assessment of workplace conditions prior to the actual start of construction work or after all construction has been completed, fall protection is not required as per OSHA standard CFR 29 (1926.500 a 1).

On all <Organization Name> job activities **smoking is prohibited** while working on roof or any property.

All roof accesses must be controlled at all times. Access points must be locked at the completion of work activities for the day. This is the responsibility of the Authorized Personnel.

Permits are issued for daylight hours of the day they are requested, due to the possibility of changing conditions.

Employee Name (Print): _____

Employee Name (Sign): _____

Date: _____

Trainer Name (Print): _____

Trainer Name (Sign): _____

Date: _____

ROOF ACCESS PERMIT ('Permit')

Attachment C

This Permit must be filled out prior to being granted access to the roof. If the <Organization Name> Property Manager is satisfied with the answers to these questions and that it is safe to permit access to the roof, the Property Manager will issue this permit.

Contractor Checklist

PLEASE PRINT

Name of Employer: _____

Employee Name: _____

Has this person been trained as required by OSHA 1926.501 Yes / No

Does the person need additional safety or other training? Yes / No

Does the roof have strength and structural integrity to safely perform the work? Yes / No

Will any equipment (power, heavy mechanical, self-propelled, etc.) be used? Yes / No

If yes, what? _____

Are the weather conditions satisfactory for access to the roof? Yes / No

Will work be done in the Controlled Access Zone? Yes / No

Are leading edges, skylights, and holes protected? Yes / No

Will a safety monitor be required? Yes / No

If yes, who? _____

Will any additional fall protection equipment be provided? Yes / No

If yes, what? _____

Will a Hot Works Permit or Lockout/Tagout Permit be required? Yes / No

Have the additional permits been issued? Yes / No

If yes, what? _____

Will the Authorized Personnel be working alone?

Yes / No

If so, do the Authorized Personnel have a means of calling for help?

Yes / No

THIS PERMIT IS VALID FOR THIS DATE: _____

Authorized by: _____ **Date issued:** _____

ROOF ACCESS RULES

- Must see Property Manager to fill out Roof Access Permit.
- Do not enter the Controlled Access Zone (six feet from the edge) unless you have a safety monitor or have obtained the proper authorization
- Never lean over the edge of the roof without the proper fall protection
- Make sure that you have obtained all the proper permits (Hot Works, etc.)
- Never work alone
- Make sure that you have the proper personal protective equipment to perform the job you are doing
- Horseplay will never be permitted
- Be sure and follow all the <Organization Name> site safety rules