

POLICY 1.36 – Roof Access Policy

Policy Category: General

Effective Date: June 24, 2003

Supersedes: (NEW)

PURPOSE

1.00 The purpose of this policy is to ensure that only authorized and qualified persons, or those under the direct supervision of same, are allowed access to roofs of any University building.

RESPONSIBILITY

2.00 Compliance with this policy is the responsibility of all people who gain access to University roofs.

AUTHORIZED ACCESS

3.00 **Qualified Person:** A qualified person is one who understands the regulatory requirements for working at heights, and is familiar with the Roof Maintenance Procedures, e.g., Facilities Management staff designated by the Associate Vice-President (Finance & Facilities).

4.00 **Authorized Person:** An authorized person is one who has received written authorization from the Supervisor, Structural Services, or designate, or is in the company of a qualified person.

5.00 **Access for Facilities Management Project Work:** Access to roofs for contractors and consultants working on approved projects may be authorized by the Facilities Management Project Manager/Coordinator.

RELEVANT POLICIES

6.00 Procedures outlined in WP- 44 (Fall Protection), S-4 (Roof Maintenance Procedure), and UWO [Policy 2.15 \(Approval Authorities for Construction and Maintenance Projects\)](#) must be adhered to when gaining access to any roof.

POLICY FOR RESIDENCES

7.00 For the purposes of access to residence roofs, the Residence Managers and Assistant Director of Housing Services shall be deemed to be “qualified persons” as defined above, provided they have received appropriate awareness training on the regulatory requirements for working at heights as provided by the OHS Department. Anyone requesting permission to be on a residence roof who is not in the company of a qualified person (or as part of an approved PPD project) shall require the written authorization of the Supervisor Structural Services, or designate.