 <b>UNIVERSITY OF CALGARY</b>		<i>Roof Access Procedure</i>	
Issued By:	Facilities Management/Environment, Health & Safety	Date of Issue:	October, 2024
Revision #:		Revision Date:	
Pages:	5	Revised By:	

1. **Rooftop work Hazard Assessment**  
(\*note special considerations for ENG G Block and EEEL access below)

**Primary Hazard Considerations for Rooftop Worksites:**

1. Working at heights; fall protection for workers and how to secure material and supplies exposed to the prevailing winds.
2. Environmental conditions: exposed worksites where changes in weather patterns can quickly impact conditions of a worksite.
3. The public moving about below the worksite; consideration must be given as to how activities may impact the public moving about below or nearby the worksite. Falling material must be prevented at all costs.
4. Potential exposure related to building mechanical systems, including standard building intakes and exhausts, and laboratory fume-hoods.
5. Standard workplace hazards associated to construction processes and equipment.

A comprehensive site hazard assessment must be completed that identifies the hazards and then controls must be implemented to mitigate those hazards.


When working at heights there are additional hazards to consider over and above standard worksite hazards. As listed above, the worksite may need a fall protection plan and PPE suitable to the work must be provided. Weather patterns may impact the worksite, the safety of the public below and nearby the worksite must be arranged, and building intakes or exhausts including laboratory exhausts, may impact the worksite.

2. **Roof Access Orientation:**

A Roof Access operational and safety orientation is required before any person will be allowed to access a university rooftop. The orientation and access procedures apply to all University of Calgary personnel (faculty, students, and staff), all contractors working for the University of Calgary and contractors maintaining equipment on University of Calgary buildings. The orientation is delivered through ISNetworld for connected contractors, or by EHS at the University of Calgary. Contact [ucsafety@ucalgary.ca](mailto:ucsafety@ucalgary.ca) for any questions.

The University of Calgary Roof Access Orientation is intended to:

1. Deliver University specific rooftop hazard information to workers/contractors,
2. Explain the mandatory rooftop access procedure,
3. Discuss fall protection requirements, and
4. Reinforce the legislative requirement for appropriate safety and hazard documentation.


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### 3. Roof Access Procedure:

- 3.1. Upon arrival to the roof access location and prior to accessing the roof, the contact person must call the University of Calgary Customer Care Centre at 403-220-7555 and provide the following information:
  - Name and phone number of contact person,
  - Department or company name,
  - Building name of roof being accessed, and
  - Estimated duration of work. (Hours and/or minutes)
- 3.2. When departing the roof for coffee breaks, lunch, or at the end of the workday the contact person must call the Customer Care Centre at 403-220-7555 and tell them the workers are clear of the roof and the roof is secured from unauthorized access.
- 3.3. If working within 2m of an unprotected edge (one without a parapet at least 1m high) fall protection equipment and a fall protection plan are required:
  - Alberta Occupational Health & Safety Code
  - University of Calgary Fall Protection Code of Practice
  - Workers are responsible for their own safety equipment.
- 3.4. When equipment is to be moved across the roof (IE: electric motors), protection for the roof must be provided. Contact the Customer Care Centre at 403-220-7555 for guidance.
- 3.5. If using open flames or hot work a hot-works permit is required (UofC Hot Works Program).
- 3.6. If using solvents, paints, or any other odorous products, contact the Customer Care Centre 403-220-7555 for guidance. The Customer Care Center will typically contact facilities management, controls, electronics, and EHS to evaluate the impact to building occupants.
- 3.7. If inadvertent damage is caused, the location must be marked and reported to the Customer Care Centre at 403-220-7555.
- 3.8. The contact person must contact Customer Care Centre (403-220-7555) when all personnel are departing the roof.
- 3.9. Do not leave the roof unsecured. Confirm all hatches, doors, and access points are secured when departing.

**\* ENG G Block and EEEL access:**

For energy use reduction, the Engineering G block and EEEL roof exhaust systems are running on a lowered exhaust velocity. The access doors have been equipped with an interlock system to ensure the exhaust will revert to full velocity when opened or when the system is activated by a push button located at the doors. The light indicator will change to green when full exhaust velocity is reached, and the system will remain engaged for 1.5 hours. Longer access duration must be planned with facilities management. Contact the Customer Care Centre if this situation occurs.

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#### 4. After Hours Emergency Access (after 16:30 weekdays, all weekends and/or holidays):

Campus Security 403.220.5333 will assist with roof access for any after-hours emergency. Access will normally only be given to those individuals on the approved roof access list.

The university contact, or their designate, may grant approval if unauthorized personnel require access (See Maintenance & Operation After Hours Callout Roster). The university contact is the interface between the university and the contractor.

In the case of an emergency where the university contact or designate is unavailable, or unable to attend the site within a short period of time, campus security or their designate may grant approval for emergency personnel requiring access.


#### 5. Violation of Procedures:

Access to the roof of any University of Calgary building requires responsible care of the building and of any individuals under supervision. Individuals who do not follow the roof access procedures will not be allowed to sign out roof access keys/cards.

Failure to follow any of the outlined conditions may result in the individual's or contractor's privileges being revoked.

Examples of situations that will revoke the ability to sign out keys:

- 5.1. Not contacting the Customer Care Centre 403.220.7555 regarding access to the roof of any building.
- 5.2. Propping access doors open that may allow unauthorized individuals onto the roof.
- 5.3. Distributing keys or access cards to unauthorized individuals.
- 5.4. Failure to maintain communications with the Customer Care Centre 403.220.7555.

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## 6. Roof Access Key Sign Out:

- All University of Calgary personnel and contractors must sign out roof access keys/cards, during normal working hours M-F 7:45 am-4:00pm, from the Lock Shop located in the Professional Faculties Building, Room 155V after being authorized via the appropriate Facilities zone manager.
- The person requiring access must sign a key release form.
- The key must be returned to the Lock Shop within 24 hours of task completion excluding weekends and holidays. Keys are to be returned to a Lock Shop team member or placed in the provided drop box beside the Lock Shop entry door.

Keys and Cards provided are not to be shared with persons other than the individual who signed them out and should not be removed from the provided ring/chain with numbered tag.

Appendix A: Key Release Form

Access to any University of Calgary space is a privilege and requires responsible care of said space as well as any individuals under supervision who may have access. Individuals who do not follow key related Standard Operating Procedures will not be allowed to sign out keys. The employee's supervisor or University of Calgary contact person will be required to sign out keys for contractors and supervise the individuals while working on University property.

Keys signed out to \_\_\_\_\_ will not be given to any other individual.

Print Name

- Notes:*
1. Doors will not be propped open. Access to unauthorized individuals is not permitted.
  2. Space is to be maintained in a clean and tidy manner, returned to its original state of cleanliness.
  3. Acceptance and signature of keys acknowledges responsibility of costs incurred due to loss of keys.

\* Contractors acknowledge that they have read, understood, and will follow the [Asbestos Management Program](#)

Upon demand, keys must be surrendered to the University contact or designate, Lock Shop, Supervisor or designate, or a Campus Security Officer. I agree that the following information is correct, and that I have read and fully understand the conditions listed on this form.

<b>Individual receiving key (print name)</b>	
<b>University of Calgary Dept. or Company Name (print)</b>	
<b>Acceptance Signature</b>	
<b>Date (print)</b>	
Contact Information: (radio or cell phone)	
<b>Supervisor or U of C contact name (print)</b>	
[To be completed by Facilities Management Personnel ONLY]	
Building(s)	
<b>Key / Set Number(s)</b>	