

## **ORIENTATION**

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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**

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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**

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- 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](mailto: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**

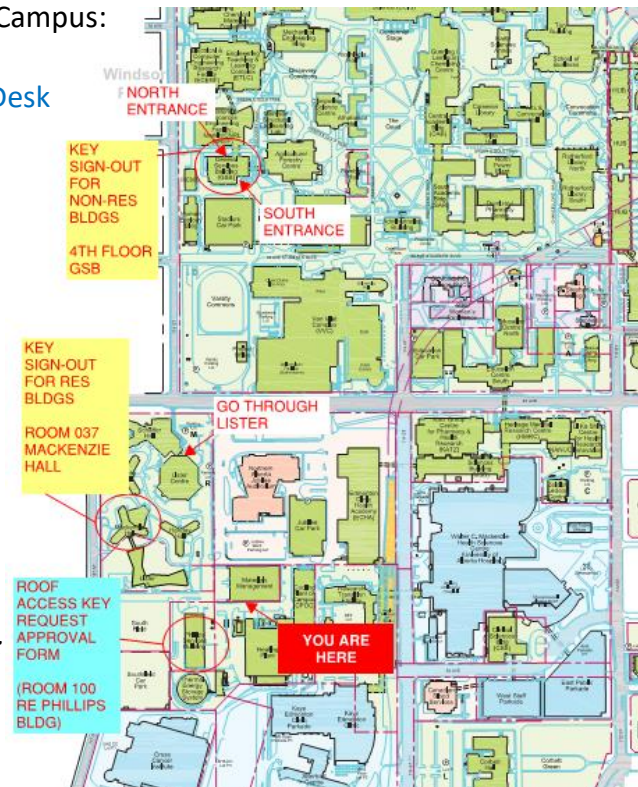
Keys are located at two locations on the North Campus:

- **General Services Building, 4<sup>th</sup> 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);



- 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**

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### **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

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

- *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**

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- 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**

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- 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](mailto:wes.andringa@ualberta.ca).

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

### **ROOF ANCHORS**

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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](mailto: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**

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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](mailto: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