



Roof Access Procedures

This document is intended to provide basic safety guidelines for roof access at Community College of Allegheny County. The information provided is for both employees and vendors.

Risk Management Safety Committee Version 1.0

PURPOSE: The purpose of this procedure is to establish standard guidelines to control access and maintain security, safety standards, and integrity of all Community College of Allegheny College campus building roofs. Authorized personnel have access to these areas to maintain the roof system and equipment housed there and to meet housekeeping standards.

PROCEDURE

1. General

- a. CCAC will comply with the intent of appropriate federal and state legislation, including the national fire protection codes, industrial security regulations, life safety code, and other federal and state laws that relate to the college's safety and security programs.
- b. It is the responsibility of all supervisors and administrators to implement and comply with the procedures outlined in this procedure to control unauthorized access to the hazardous and sensitive roof areas of campus buildings.
- c. Unescorted access to roofs is discouraged. If this cannot be avoided, the person accessing the roof must contact their immediate supervisor and security. Checks will be conducted by security on that individual every half hour via radio, phone, surveillance system or spot checks until the work is completed on the roof.
- d. Roof access is prohibited in bad weather conditions, extreme cold, and after sundown except in emergency situations. If roof access is necessary after sundown, adequate lighting for the task needs to be present.

2. Responsibilities – Supervisor

All supervisors are responsible for instructing personnel under their direction to maintain security and equipment housed on the roofs and comply with safe operating procedures at all times when working on roof systems. Responsibilities include, but are not limited to, the following to ensure that personnel:

- (1) Adhere to safety first for access to campus building roof systems.
- (2) Understand the importance of securing roof access areas and complying with roof security procedures at all times.
- (3) Keep roofs clear of discarded parts, trash, etc.
- (4) Control the access and general housekeeping of campus building roof systems.
- (5) Roof access areas will be secured at all times. Security is essential for safety and protection of the roof systems.
- (6) Access to campus building roofs is restricted to authorized personnel only. Authorized personnel are defined as maintenance employees required to perform operational checks and maintenance on the roof systems or equipment housed on the roofs. No other personnel will be permitted onto this area unless access has been approved by the Plant Supervisor and they are accompanied by an authorized employee.
- (7) It is imperative that anyone who gains access to a campus building roof understands the critical and sensitive nature of that roof system. The following checklist will be standard procedure for any access to campus building roofs:

- (a) Stay on walk treads where provided.
- (b) Exercise caution when working with chemicals to prevent spills.
- (c) When walking on the roof, avoid stepping on roof blisters or other deficiencies.
- (d) When working with tools, put down a protective layer of plywood or other material.
- (e) When crossing firewalls, parapets, or expansion joints, exercise caution to prevent "kick holes" in base flashings, movement of metal caps, or tearing of expansion joints.
- (f) Remove all debris, obsolete material, containers, etc. when work is completed.
- (g) When using a wheel cart, ensure that the tires are of sufficient size to prevent overstressing the roof.
- (h) Avoid pushing, pulling, or dragging equipment or tools across the roof.
- (i) If any disturbance to the roof system or adjacent components should occur, notify supervisor immediately.
- (j) If any portion of the roof or roof detail is to be altered during work, authorization must be obtained from the Plant Supervisor to ensure roof warranties are not voided.
- (k) Any roof access found unsecured or not securable should be reported to the supervisor and security.