

<b>Northern Kentucky University</b>	<b>Policy Link:</b> Fire and Life Safety Policy
<b>Issue Date:</b> 11/02/2018	<b>Title:</b> ROOF ACCESS PROCEDURE
<b>Revised Date:</b>	

### **OBJECTIVE AND PURPOSE**

The purpose of this procedure is to establish standard procedures to control access and maintain security, safety standards, and integrity of all Northern Kentucky University campus building roofs. Authorized personnel have access to these areas to maintain the roof system and equipment housed there and to meet housekeeping standards outlined by the National Institute for Occupational Safety and Health (NIOSH). This procedure is administered under the authority of the University Fire and Life Safety Policy.

### **DEFINITIONS**

Roof – For the purpose of this procedure, a roof is defined as any roof, or portion of a roof, that is not equipped with railing or walls as required in the Kentucky Building Code for the purpose of occupancy.

### **RULES AND PROCEDURES**

It is the responsibility of all supervisors and administrative heads to implement and comply with the practices outlined in this procedure to control unauthorized access to the hazardous and sensitive roof areas of campus buildings. Security and safety must be an integral part of all programs at Northern Kentucky University.

Unescorted access to roofs will be limited to essential maintenance personnel only. Any exception to this will be requested in writing to the Director of Safety and Emergency Management.

#### **Control of Access and general housekeeping of campus building roof systems include:**

- Under safety classifications, building roofs are considered hazardous areas with the potential to cause injury and/or illness for persons not properly protected and/or lacking knowledge of safe access procedures.
- Roof access areas will be secured at all times. Security is essential for safety and protection of people and the roof systems.
- 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 Director of Safety and Emergency Management and they are accompanied by an authorized employee.
- Authorized personnel must be trained in fall protection.
- 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.

#### **The following checklist will be standard procedure for any access to campus building roofs:**

- Stay on walk treads where provided.
- Exercise caution when working with chemicals to prevent spills.
- When walking on the roof, avoid stepping on roof blisters or other deficiencies.
- When working with tools, put down a protective layer of plywood or other material.
- 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.

- Remove all debris, obsolete material, containers, etc., when work is completed.
- When using a wheel cart, ensure that the tires are of sufficient size to prevent overstressing the roof.
- Avoid pushing, pulling, or dragging equipment or tools across the roof.
- If any disturbance to the roof system or adjacent components should occur, notify Work Control at (859)572-5660 immediately.
- If any portion of the roof or roof detail is to be altered during work, authorization must be obtained from the Director of Operations and Maintenance to ensure roof warranties are not voided.

## **RESPONSIBILITIES**

### **Safety and Emergency Management Responsibilities**

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

### **Chair/Director Responsibilities**

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

### **Department Responsibilities**

Department property will not be stored in roof access areas or on roofs. Any exception to this will be requested in writing to the Director of Safety and Emergency Management.

- All department personnel should be fully aware that building roofs are highly restricted and will not be used for any purpose other than the intended function of providing weatherproof cover to the structure.
- Any roof access found unsecured or not securable should be reported to Work Control at (859)572-5660.

### **Facilities Management Supervisors**

All Facilities Management 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:
  - Understand the importance of securing roof access areas and complying with roof security procedures at all times;
  - Keep roofs clear of discarded parts, trash, etc.; and
  - Since roofs might be used as a vantage point for voyeurism, maintenance workers must ensure that their actions are not only proper, but cannot be interpreted as anything but proper.

**Faculty, Staff, and Students**

University faculty, staff, and students are subject to all campus security and safety regulations.

Compliance with the following is vital to the security and safety of campus personnel and facilities:

- Do not access any building roof unless authorized or with approval from the Director of Safety and Emergency Management.
- Report unsafe conditions, practices, or equipment to the appropriate department supervisor.

**TRAINING**

Departments are responsible for reviewing this procedure with any employee that has authorization to access university roofs.

***For additional information, forms, training, and other resources visit [nku.edu/safety](http://nku.edu/safety).***