ROOF ACCESS PROGRAM

Program
This program is for roof areas not designed for public access. The purpose of this program is to establish a set of guidelines and requirements that UNI employees, contractors, and guests must uphold.

Roles and Responsibilities

Director of Facilities Management: The Director of Facilities Management or their designee is responsible for classifying building roofs not designed for use by the general public as either Restricted Access or Limited Access.

Environmental Health and Safety (EHS): EHS is responsible for reviewing hazards and incidents associated with accessing campus roofs. EHS will work with the Facilities Safety Committee to develop and implement training for this program.

Personal Responsibility: It is the responsibility of every individual accessing the roof to ensure that they fully comply with all required safety instructions and have the proper safety equipment. If work cannot be performed safely, the individual shall not proceed until provisions have been made to conduct the work in a safe manner.

Roof Access
Roof access on the UNI campus is limited by two factors (1) the classification of the roof area; and (2) the classification of the persons seeking to enter the roof area.

Roof Area Classification
Roof areas on campus are classified as either Restricted Access areas or Limited Access areas. The Director of Facilities Management or their designee is responsible for classifying roof areas in one of these two categories. See Appendix A and Appendix B for a comprehensive list of university roof areas and their assigned classification.

1. Restricted Access roof areas are not designed to be accessed by the general public and contain unique hazards. Restricted Access roof areas require the approval of the Facilities Management Director or their designee before any inspection, evaluation, or work is to be performed. Access doors must be kept locked and properly labeled.

2. Limited Access roof areas are not designed to be accessed by the general public. Access doors must be kept locked and properly labeled.

Persons Classification
Only three types of individuals are allowed in Restricted Access or Limited Access roof areas, Authorized Persons, Guests, and Non-Authorized Persons.

1. Authorized Person either:
   a. A person employed by UNI, acting within the scope of their employment, who has been trained in UNI’s Roof Access Program and Fall Protection Program. UNI employees are required to receive annual training and training when new hazards are discovered, changes in the building
roof due to construction or remodeling, or changes in the program which affect the procedures required for access.

b. A contractor or subcontractor whose work is performed in a manner which meets or exceeds the requirements of OSHA (29 CFR, and Iowa OSHA requirements).

2. **Guests are** individuals unaffiliated with UNI, its contractors, or subcontractors at the time of seeking access to a university roof. Guests must have a completed waiver (Appendix C) on file with the Facilities Management Dispatch before accessing any university roof. Guests must be accompanied by an Authorized Person.

3. **Non-Authorized Person**, an individual employed by UNI, acting within the scope of their employment, who has not been trained in UNI's Roof Access Program and Fall Protection Program. Non-authorized persons are only permitted to access Restricted Access or Limited Access roof areas on an infrequent and temporary basis and must be accompanied by an Authorized Person. If a Non-Authorized Person requires access to Restricted Access or Limited Access roof areas beyond an infrequent and temporary basis then they must become an Authorized Person.

**Requirements Prior to Entry**

Only Authorized Persons, Guests, and Non-Authorized Persons are permitted access to a Restricted Access or Limited Access roof area. The following steps must be complied to access these areas:

1. Determine the classification of the roof area and if the Director of Facilities Management needs to be contacted.
2. Determine the classification of the persons seeking to enter the roof area and ensure they have met all requirements for that classification.
3. Call the Facilities Management Dispatch, radio or call 319-273-4400, prior to going onto any Limited or Restricted Access Roof, inform them of the following:
   1. What building you are in and that you intend to go onto the roof; and
   2. Your name and names of other personnel and/or guest(s) with you (all personnel must comply with this program); and
   3. How long you will be on the roof (estimate).
4. Call the Facilities Management Dispatch upon exiting the roof. All persons must be off the roof when you notify the Facilities Management Dispatch.

**Roof Access Keys**

Keys may be checked out if approved by the Facilities Management Director, or his/her designee. Affiliate Form must be completed for each contractor needing access. (See appendix) Allow 24 business hours for processing the key(s). The authorized person must be the person accessing the roof and may not loan or give key(s) to any other person. Assure the doors are relocked after entering or leaving the area. Keys are prohibited from copying. Report lost key(s) immediately to Facilities Management Office to prevent any possible unauthorized use.

Roof access keys will only be available for check out during normal business hours (Monday – Friday; 7:30 am – 4:00 pm. All keys must be returned to the Facilities Management Key Shop each day by 4:00 p.m. unless written approval is provided to the Key Shop.

Keys may be checked out at the Facilities Management Office located at 1801 W. 31st St., Cedar Falls, IA. Questions please call 319.273.4400

**Exceptions to this Program**

The Facilities Management Director, or his/her designee, may grant an exception to the requirements of this program.