

MSAD 75
Safety Guidelines
Safe Roof Access

Rev. 0; January 13, 2011

Background:

Occasionally roofs must be accessed for snow removal, drain cleaning, inspections & repairs. The following safety guidelines are to be adhered to when ever access to District roofs are necessary.

NOTE: These guidelines address FLAT roofs – If access is needed to a pitched roof these guidelines AND any special requirements that are identified by the Jobs Hazards analysis PPE hazards assessment (Proc. MSAD-75-004) shall also be adhered to.

Fall Prevention:

A. Do not approach within 6 feet of any:

Roof Edge unless protected by guard rail, safety belt & lanyard

Access Hatch without comply to Roof Hatch Safety Guideline

Skylight unless approved by Facilities Director as structurally capable of preventing a fall.

B. Ladder use – for roof access:

- Ladders shall extend at least 3 feet above the point of support at eave, gutter or roof line.
- Personnel shall be trained on safe ladder use
- Ladders shall be inspected before use

General Roof Safety

A. Before beginning Roof Work:

- Review work order and gather all necessary equipment and tools to minimize number of trips on/off the roof
- Pay attention to any postings, roof mounted equipment and hazards on the roof. If any hazard or concern is identified notify the Facilities Director.
- If rooftop activities might generate dust or odors in the vicinity of building air intakes contact Facilities Director to secure ventilation.
- Assess work conditions – Avoid or restrict roof access/work when:
 - Wet or windy weather conditions exist to could jeopardize worker safety
 - After dark, unless adequate illumination is available
- Inspect site & equipment. Evaluate:
 - Structural integrity of the roof surface to safely support any heavy equipment/tools as needed to perform the work – Contact the facilities Director if necessary.
 - Condition of all equipment
 - Potential for insects (I.E. beehives, wasps, etc.)

B. During Roof Work:

- Ensure safety below – For work being performed close to the roof's edge, if material is being tossed on to the ground, etc. barricade the area below to protect pedestrians .
- Pay EXTRA attention to where you walk and avoid tripping hazards and walking backwards.
- Never leave any items on the roof that can blow off the roof. Anchor as necessary.

C. Finishing the Job:

- General housekeeping – Prior to leaving the roof clean up and remove all tools, debris and miscellaneous materials. Clean off leaves, pine needles, etc. Do not leave any sharp objects / fasteners that could puncture roof membrane.
- Lock the roof access door/hatch to prevent unauthorized access.