Guidelines for Safe Roof Access

Personnel accessing Stanford University building roofs are to follow safe work practices for ensuring life safety as well as Cal/OSHA regulatory compliance [Title 8, California Code of Regulations, Sections 1670 and 3209-3212].

Personnel who access any roofs must be trained on general safe practices that are relevant to their work, including but not limited to the following:

Fall Prevention

**A. DO NOT APPROACH WITHIN 6 FEET of any:**

- **Roof edge** unless protected by.............
  - Guardrails
    - **Exception:** For intermittent work (less than four times a year), a safety belt and lanyard, or an approved fall protection system may be used in lieu of guardrails. Contact EH&S at x3-0448 for detailed requirements.

- **Access hatch** unless protected by.........
  - Hinged or removable cover; OR
  - Removable railings

- **Skylight** unless protected by.............
  - Skylight screens or covers; OR
  - Guardrails; OR
  - Personal fall protection system

* Personnel may only have access onto glazed roof surfaces if an engineer has certified the structure for such anticipated loads AND if protected by personal fall protection. Contact EH&S at x3-0448 for detailed requirements.

**B. Ladder Use — for roof access:**

- Ladder side rails 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

General Roof Safety

**A. Before beginning roof work:**

- Obtain local authorization—contact the applicable Zone Management Office ([http://bgm.stanford.edu/groups/zones/contact](http://bgm.stanford.edu/groups/zones/contact)) for roof access clearance. Exception: Building & Grounds Maintenance (BGM), Student Housing, and Athletics personnel are to gain authorization from their direct supervisors
- Pay attention to any posted safety signage at roof access point(s)
- For any roof safety concerns, contact EH&S at x3-0448 or Zone Management
- If rooftop activities might generate dust or odors in the vicinity of building air intakes, contact EH&S for project review

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Guidelines for Safe Roof Access

(Cont’d. – General Roof Safety, Before beginning roof work)

- Assess work conditions-- avoid or restrict roof access work when wet or windy weather conditions exist after dark unless adequate illumination is available
- Inspect site & equipment. Evaluate:
  - Structural integrity of the roof surface to safely support heavy equipment/ tools-- as needed, consult with building managers/zone engineers
  - Condition of equipment (protective fall restraint system, personal protective equipment, etc.)
  - Potential insects/ pest problems on the roof (e.g., beehives, wasps, bird droppings, etc.)

B. During roof work

- Ensure safety down below -- For work being performed close to the roof’s edge, demarcate and barricade the area(s) below to protect pedestrian from falling debris
- Pay extra attention to where you walk and avoid stepping backwards

C. Finishing up

- General housekeeping-- Prior to leaving the roof, clean up and remove all tools/ equipment, and materials
- Never leave any items on the rooftop that can be blown off by the wind
- Lock the roof access door and/or hatch to prevent unauthorized roof access

Contact EH&S at (650)723-0448 for any questions regarding roof safety.