



Canada's Capital University

Policy Name:	Rooftop and Service Area Access
Originating / Responsible Department:	Facilities Management and Planning
Approval Authority:	Senior Management Committee
Date of Original Policy:	December 2008
Last Updated:	February 2019
Mandatory Revision Update:	February 2024

POLICY:

Carleton University is committed to the protection of the health, safety, and wellbeing of all members of the University community. The University strives to promote a strong and sustainable culture of safety and health in the workplace and student environment that will facilitate the awareness of risk and the prevention of injury and illness.

Uncontrolled access to building rooftops and service areas such as mechanical and electrical rooms can expose members of the University community to a number of health and safety hazards, such as falls from heights, exposure to hazardous substances and contact with energy sources. To limit hazard exposure, access to campus building roof and service areas is restricted to trained and authorized personnel from the Facilities Management and Planning or trained and authorized contractors working under the direction of Facilities Management and Planning.

Any exception to this policy requires written permission from the Assistant Vice-President (Facilities Management and Planning), prior to accessing a rooftop or service area of any campus building.

PURPOSE:

The purpose of this policy is to ensure that members of the University community are adequately protected from hazards associated with access to a building rooftop or service areas. The policy also ensures the protection of critical building infrastructure against damage or theft.

SCOPE:

This policy applies to all employees, contractors and students of Carleton University, as well as to all building occupants and visitors.

DEFINITIONS:

Rooftop: Any rooftop surface, with or without parapet guarding that may be accessed from a door, window, ladder or hatch. This includes all exterior rooftop surfaces regardless of the level (ie., green roofs on lower exterior levels are also considered rooftops)

Service area: Includes mechanical rooms, electrical rooms, elevator machine rooms, custodial closets, service chase areas, non-public service tunnels, and any other space specifically identified as a service area.

PROCEDURES:

The procedures detailed below must be followed in order to access a campus building roof or service area.

1. Facilities Management and Planning employees

Facilities Management and Planning employees, who through experience, documented training and authorization are aware of rooftop and service area hazards and the appropriate control measures to reduce the risk, will be issued keys to open roof and service area doors and hatches.

2. Contractors (under the direction of Facilities Management and Planning)

Contractors/Consultants working under the direction of Facilities Management and Planning may be required to provide proof of Working at Heights training certification and must meet with the Manager / Supervisor / Project Manager / Coordinator to participate in a pre-start project review prior to accessing any campus rooftop or service area. Once the project details and the Carleton Working at Heights program has been reviewed and appropriate hazard controls established, the contractor may be issued keys and authorized to access the rooftop or service area for the duration of the project.

3. Employees, external contractors, building occupants, students and visitors

Any employee, contractor, building occupant, student or visitor other than those specifically named above who requires access to a campus building rooftop or service area must first receive written permission from the Assistant Vice-President, (Facilities Management and Planning). Permission is renewable annually. Requests should be directed to the Director, Environmental Health and Safety. If access permission is granted, the employee, contractor, building occupant, student or visitor must then meet with a representative from the Environmental Health and Safety group to participate in a comprehensive risk assessment and pre-start access review including the Carleton Working at Heights program. Once the scope of the access has been reviewed and appropriate hazard controls established, the employee, contractor, building occupant, student or visitor may then be issued keys to access the rooftop or service area. Issuance of keys will be in accordance with the university key policy.

Storage of materials and equipment in service areas and rooftops is not permitted by employees, contractors, building occupants, students and visitors, and if found will be removed at the owner's expense.

Keys for roof access, mechanical and electrical rooms are separately keyed, and as outlined above, are only to be utilized by authorized individuals. Any use by unauthorized individuals would be considered a breach of the policy and addressed through appropriate channels.

CONTACT:

Assistant Vice-President, (Facilities Management and Planning)
Director, Environmental Health and Safety