

## 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

<b>A. DO NOT APPROACH WITHIN 6 FEET of any:</b>	
<ul style="list-style-type: none"> <li>➤ <u>Roof edge</u> unless protected by.....</li> <li>➤ <u>Access hatch</u> unless protected by.....</li> <li>➤ <u>Skylight*</u> unless protected by.....</li> </ul>	<p>Guardrails <i>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&amp;S at x3-0448 for detailed requirements.</i></p> <p>Hinged or removable cover; OR Removable railings</p> <p>Skylight screens or covers; OR Guardrails; OR Personal fall protection system</p>
<p><i>* 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&amp;S at x3-0448 for detailed requirements.</i></p>	
<b>B. Ladder Use — for roof access:</b>	
<ul style="list-style-type: none"> <li>• Ladder side rails shall extend at least 3 feet above the point of support at eave, gutter, or roof line</li> <li>• Personnel shall be trained on safe ladder use</li> </ul>	

### General Roof Safety

<b>A. Before beginning roof work:</b>
<ul style="list-style-type: none"> <li>• Obtain local authorization—contact the applicable Zone Management Office (<a href="http://bgm.stanford.edu/groups/zones/contact">http://bgm.stanford.edu/groups/zones/contact</a>) for roof access clearance. Exception: Building &amp; Grounds Maintenance (BGM), Student Housing, and Athletics personnel are to gain authorization from their direct supervisors</li> <li>• Pay attention to any posted safety signage at roof access point(s)</li> <li>• For any roof safety concerns, contact EH&amp;S at x3-0448 or Zone Management</li> <li>• If rooftop activities might generate dust or odors in the vicinity of building air intakes, contact EH&amp;S for project review</li> </ul>
(Cont'd.- next page)

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### *(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.**