BOWDOIN COLLEGE
ROOF ACCESS POLICY

Purpose

The purpose of this policy is to provide information regarding access to campus building rooftops. This policy is intended to supplement the College’s Fall Protection Program as promulgated under OSHA Title 29 CFR 1926.500 and incorporated herein by reference.

Scope

This policy applies to authorized employees who may reasonably expect to require limited access to the rooftops of selected campus buildings in the course of their work, but are NOT engaging in activities that require application of the Fall Protection Program. For roof access requiring full fall protection procedures, please refer to the College’s fall protection policy posted at http://www.bowdoin.edu/facilities/safety.

Only authorized employees are permitted to have limited access to the rooftops of selected buildings. Access by others is not permitted. Bowdoin College specifically prohibits students from being on the roofs and balconies of any residence, as well as other college buildings (Section 6, Student Handbook), unless specifically being escorted by authorized employees for legitimate purposes.

Program Components

1. Authorization. The Director of Facilities Operations and Maintenance or the Director of Capital Projects must authorize employees to gain limited access to selected rooftops for legitimate purposes. Access falls into three categories:

   A. Employees with the need for regular access to roof areas and trained according to the standards of the Fall Protection Program may be issued a Hatch Key. The list of all employees with Hatch Keys will be maintained by the Key Controller and reviewed at least annually. Internal controls over the issuance, replacement and retrieval of Hatch Keys will be established by the Director of Facilities Operations and Maintenance. Training for fall protection and roof access will be provided on a regular basis by the College’s EHS Manager or their designee.

   B. Safety and Security personnel will also be issued roof Hatch Keys, but their use will be limited to emergencies and notification shall be made to the EHS Manager and/or the Director of Facilities Operations and Maintenance if access to a roof is necessary or has occurred. Internal controls over the issuance, replacement and retrieval of Hatch Keys will be established by the Director of Facilities Operations and Maintenance.

   Emergency Exemption. While Security personnel must comply with this policy in the course of normal operations, they are exempt during emergencies and may provide access to authorized technical personnel and first responders as needed.

   C. All other authorized employees requesting periodic roof access must submit a Workorder for said event, and be accompanied by Facilities Management personnel to provide access and direct supervision of their activities.

   The issuance of a numbered Hatch Key for roof access must be specifically approved and logged using the existing Key Control system. No key may be loaned to or used by anyone other than the person to whom it was issued.

   Contractors requiring roof access will continue to check Hatch Keys out from the Communications Center on an as-needed basis once their work has been cleared by a Facilities Project Manager; these keys will continue to be returned and accounted for at the end of each business day.
2. **Hazard Determination.** The Manager of Environmental Health and Safety (EHS) or their designee will be responsible for reviewing requests for limited roof access, and submitting requests for approval to the Director(s). Criteria for review will include:

- The purpose for the access is limited, for legitimate maintenance or security/emergency purposes, and necessary to the College’s operations;
- The activity being conducted will not cause damage to College property, or present unreasonable hazards to those involved; and
- The area being accessed and the activity being conducted do not require application of the *Fall Protection Program* or other College safety policies.

3. **Fall Protection Program Exemption.** The requirements of the *Fall Protection Program* need not be applied for limited rooftop access so long as the following criteria are met:

- The area is accessed through a viable door or hatchway that does not require special measures (i.e., a safety harness) to utilize.
- The area being accessed is flat (i.e., not pitched), safe to walk on in all weather conditions, and purposely designed for occasional use by workers for maintenance activities.
- The area being accessed does NOT come within 6 horizontal feet of the roof’s outer edge or other location presenting a potential fall distance of greater than 6 vertical feet (i.e., from a higher portion of a flat roof to an adjacent lower portion), OR is currently protected by a parapet or other solid barrier at least 42-inches in height.
- Authorized employees must operate using the “buddy system” when accessing rooftops. All other circumstances involving roof access require application of the *Fall Protection Program*.

4. **Notification.** All authorized employees accessing a roof area must notify the Security Communications Center by radio or telephone (725-3314) immediately prior to doing so, and immediately after their activities are concluded.