



Procedure No. VI-92

Roof Access Procedures	
Adopted: May 29, 2017	
Next Scheduled Review: 2027-2028	
Associated Policies & Procedures: I-19 Occupational Health & Safety	

Purpose

The Haldon Catholic District School Board (HCDSB) is committed to providing a safe and secure environment for all students and staff. In accordance with HCDSB Policy I-19 – Occupational Health & Safety, the HCDSB is committed to providing a safe and secure environment for all students and staff.

Application and Scope

This procedure applies to all HCDSB locations, employees, and contractors.

Facilities Management Services will inform all contractors and employees who may require access to the roof of this Roof Access Procedure on an annual basis. Facilities Management Services will also inform the contractors of any actual or potential hazards they may be aware of while working on the roof.

Principles

HCDSB will make every effort to ensure the health and safety of employees and contractors while

Roof Access

Access to the roof during inclement weather conditions will be granted only to contractors and employees with a valid reason. Access to the roof (HCDSB Facilities Work Order). Employees will not be granted access to the roof during inclement weather or other conditions that may pose a safety risk, including but not limited to, high winds, heavy rain, or limited light (before dawn or after dusk).

Accessing the roof should be limited to the performance of work-related duties only.

REQUIREMENTS

Contractors and Board Office employees must wear safety harnesses, fall arrest systems, and fall protection devices, including but not limited to, U.S. Immigration Training and Safety restraints, and fall arrest systems.

HCD SB site-based building and safety workers are not authorized to inspect or

The HCD SB believes that the risk of serious injury to the representative outweighs any benefit

Appropriate safety footwear must be worn at all times.

Beware of trip hazards, which may exist when accessing the roof.

Communication:

All contractors and Board Office employees must sign-in with the office.

Before accessing the roof, anyone working alone on the roof must establish a means of communication and regular check-in to be in the form of either the safety of the individuals working on the roof. This includes a communication device, cell phone or walkie-talkie. In case of an emergency, a tool

APPROVED BY

AUTHORIZED BY

Director of Education and Secretary of the Board