

# Flat Roof Access Risk Assessment Form

This risk assessment form must be completed by a Toronto Metropolitan University (TMU) Supervisor or Project Manager prior to authorizing work for staff accessing a flat roof.

Contractors who need to access rooftops must provide to the TMU Project Manager proof (certificate) of Working at Heights training and safe work plan.

Contractors who need access to university building rooftops must work with a TMU project lead. Contractors must ensure that their own policies and rules, in compliance with the requirements of this policy. The TMU project lead will be the main point of communication between the contractor and the Environmental Health and Safety. The project lead and contractor will be required to conduct the Flat Roof Access Risk Assessment Forms in order to access a building rooftop.

Date of Risk Assessment (dd/mm/yyyy):	Roof Access Date	Roof Departure Date	Building
<b>TMU Contact Info Requesting Roof Access:</b>			
Name		Title	
Department	Email	Phone	

## 1. Who will be accessing the roof?

<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor	Name	Department / Company:
<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor	Name	Department / Company:
<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor	Name	Department / Company:
<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor	Name	Department / Company:

## 2. Reason for accessing the roof?

## 3. Please describe the activity

## 4. Is the roof you are working on

<input type="checkbox"/> Flat <input type="checkbox"/> Sloped*	Note: If the roof is sloped, consultation is required with Environmental Health and Safety before proceeding.
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**5. Are there any physical barriers present that meet appropriate Regulations and Standards in the work area?**

e.g. guardrail, parapet, etc. If yes, what kind of physical barrier?

Yes  No

**6. If there are no physical barriers present, which area of the roof will you be working within?**

Review the Working at Heights Policy.  Safe Zone  Fall Hazard Zone

**7. If you are working within the Safe Zone, define your action plan below.**

Will you be using warning barriers or bump lines as an alert mechanism to prevent the worker from accidentally entering into the fall hazard zone?

**8. If you are working within the Fall Hazard Zone, what safety precautions will you take? Define your action plan below.**

*Note: If you are working within the fall hazard zone, you must use either fall protection equipment or have guardrails present.*

**9. Are there anchor systems present on the roof?**

Yes  No

If yes, have they been certified by a professional engineer within the year?  Yes  No

**10. Will you be using fall protection equipment?**

Yes  No

If yes, have you inspected all equipment to be used?  Yes  No

**11. Please provide the following information regarding your working at heights certification. Provide copies of certification to Project Manager/Supervisor. \*\***

Approved training provider's name:

Name of approved training program:

Date training completed:

**12. Is there safe access to and from the roof?**

Yes  No

If not, how would you provide this?

**13. Are there electrical hazards within 4 metres of the roof?**

Yes  No

If yes, what is the plan of action? *Note: electrical hazards must be removed by disconnecting, insulating, or by other means.*

#### 14. Are there additional fall hazards on the roof?

e.g. skylights, deteriorated roof etc.

Yes  No

If yes, what is the fall hazard? What kind of safeguarding is provided?

#### 15. Will workers be working near ventilation ducts?

e.g. fume hood stacks

Yes  No

If yes, will you be restricting the release of the ventilation ducts?

#### 16. Please check those that apply.

The width of the fall hazard zone must be at least 2 metres (6.5 feet). If any of the following conditions apply, you must increase the width of the fall hazard zone by an additional 2 metres.

*Note: If environmental conditions are icy, work cannot be commenced.*

- a. The working surface is slippery or sloped.
- b. The work is carried out at an elevation relative to the unguarded edge.
- c. The risk is increased by the use of tools or other equipment near the fall zone.
- d. The risk is increased by environmental conditions such as rain or heavy winds.

#### 17. Do all workers have required emergency communication equipment?

e.g. cell, walkie talkie

Yes  No

If not, what will be the protocol to communicate an emergency response?

#### 18. Define rescue procedure

a. List the equipment needed to perform the rescue

b. Personnel that are approved to perform the rescue

c. List of action on how to perform the rescue

d. List contact number and address of where the work is being done so this can be immediately given to Emergency Medical Services (EMS) if required.

#### 18. General Comments (If applicable)

## Authorization

I am aware of the possible / potential hazards and have taken all reasonable precautions necessary to control the associated hazards related to this proposed activity. I have orientated the workers or authorized persons on these hazards and necessary control measures, and ensured their competency to work in a healthy and safe manner. I have obtained the necessary licenses and permits, and have been given the necessary training.

Project Manager or Contractor or Supervisor Name(print):

Project Manager or Contractor or Supervisor Signature:

Title:

Date:

Name of Firm or TMU Department:

## Signatures

Signatures indicate that the signed personnel understand and will adhere to items outlined in this form.

Worker	Print Name	Signature
Worker	Print Name	Signature
Worker	Print Name	Signature
Worker	Print Name	Signature
Worker	Print Name	Signature
Worker	Print Name	Signature

## Distribution

Please submit a copy of the completed risk assessment to the following departments:

- EHS
- Facilities Management and Development
- TMU Project Manager or Supervisor