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## UNIVERSITY OPERATING PROCEDURE

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University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a procedure anywhere else including in printed form or embedded on other websites, it may not be the most current.

**Title:** University Roof and High Place Access for Academic or Research Use

### Overview

All facility roofs on the University campus are off limits for academic or research purposes except for use of the Votey Hall, Aiken Center, and Adams Building/ROTC roofs, when such use has been approved pursuant to the terms of this UOP. Additionally, some non-rooftop high places are governed by these procedures as well, these include the Old Mill Cupola and CCRH Penthouse. The Director of Environmental Health and Safety may make exceptions upon request, after consulting with the Department of Police Services, and the dean's office of the academic unit conducting the proposed activity. Maintenance staff accessing roofs for non-academic purposes must adhere to UVM workplace safety requirements and other applicable safety training programs that are not covered in this procedure.

### Applicability of the Procedure

This Operating Procedure applies to all members and affiliates of the University community, including, without limitation, individuals who are employees (faculty, staff), students, contractors, and consultants.

### Definitions

None

### Procedures

**Application for Access:** Applications for roof access for academic or research purposes must be submitted to Environmental Health and Safety (EHS) using a Roof Access Request Form. The Dean of the requester's academic unit must approve and sign the request. Environmental Health and Safety requires a minimum of 14 days' processing time before it acts upon an application; the time may be longer if exceptions are sought or if the activities require additional assessment.

The decision on the application, including applicable permit conditions, will be communicated to the applicant in writing by electronic or other appropriate means. If an application is denied, the applicant will be provided a brief written explanation of the basis of the decision. The decision will be made in the discretion of the Director of the Environmental Health and Safety and is final.

Faculty, staff, students, contractors, and others who require roof access must be fully trained and knowledgeable of the issues and work procedures associated with rooftop access. EHS must approve all applications before entry and may prohibit access if unsafe conditions exist. Permissions granted may be revoked by the EHS Director in his/her/their discretion at any time due to hazardous weather conditions,

failure to comply with safety protocols or other potentially dangerous situations, or upon the request of the dean's office of the academic unit conducting the research, the Department of Police Services, or other affected University offices. Access to roofs is allowable only during daylight hours.

**Security:** Rooftop access doors and hatches will be locked to exclude passage by those who lack the required authorization and training. Access routes to roofs via a door or hatch will be clearly marked.

**CATCards:** Persons with access privileges on their CATcard shall *not* lend their CATCard to anyone under any circumstances. If an authorized person loses their CATCard or believes it has been stolen, they are to call the CATCard office *immediately* at (802) 656-4509. UVM Police Services, (802) 656-3473, can deactivate and reactivate CATcards 24 hours a day if the CATCard Office is not available.

**Training:** UVM EHS has designed an OSHA Compliance and Situational Awareness training program that addresses all aspects of safety for non-maintenance personnel to conduct research on the roof of a UVM facility. Before access will be granted, each applicant must complete this program. The training specifically addresses the following hazards:

- Prevention of falls from roof edges;
- Potential exposure to hazardous materials, including exhaust from fume hoods;
- Slipping due to rocky surface, slick roofing material, weather, or environmental conditions;
- Tripping due to equipment, cables, or other materials;
- Electrical and mechanical hazards;
- The creation of overhead hazards, i.e., items that could potentially fall onto pedestrians below.

**Consequences of Damage Caused by Authorized Use:** If any damage results from authorized use, the responsible department will be charged the property deductible imposed by the University of Vermont's property insurance policy. Any injuries to UVM faculty or staff resulting from authorized use will be handled in accordance with the University of Vermont's Officer and Employee Indemnification Policy and Workers' Compensation procedures in accordance with Vermont State Statute. Student injuries will be processed through their required health insurance coverage. UVM contractors will process injury claims according to their company's policies and procedures.

**Consequences of Unauthorized Use:** Unauthorized use of institutional facility roofs is a violation of this procedure and may violate other University policies or civil or criminal laws. Abusing access privileges by allowing unauthorized persons to access a roof will result in the immediate revocation of all access privileges. Violation of procedure, policy, or law may result in disciplinary or legal action against violators.

The University reserves the right in its discretion to promptly discontinue unauthorized uses without compensation to persons, groups, or organizations acting in violation of this policy. Any damage resulting from unauthorized use may be charged back to responsible departments or individuals. The University of Vermont makes no promise to compensate any individual for injuries resulting from unauthorized use.

## Contacts

<b>Questions concerning the daily operational interpretation of this UOP should be directed to the following:</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
Department of Environmental Health & Safety	<a href="mailto:safety@uvm.edu">safety@uvm.edu</a> (802) 656-7233 (SAFE)

## Forms/Flowcharts/Diagrams

- [Academic Research Roof Access Request Form](#)

## Related Documents/Policies

- [Facilities and Grounds Use for Events and Activities Policy](#)
- [No-Trespass Notices Procedure](#)

## Training/Education

Training related to this policy is as follows:

<b>Training Topic:</b>	Working at Heights		
<b>Training Audience:</b>	Faculty, Staff, Students, groups accessing roofs and high-places for academic or research purposes	<b>Delivered By:</b>	Environmental Health & Safety Department
<b>Method of Delivery:</b>	Working at Heights at <a href="https://www.uvm.edu/riskmanagement/train-and-inform-lab-personnel">https://www.uvm.edu/riskmanagement/train-and-inform-lab-personnel</a>	<b>Frequency:</b>	Prior to accessing roof annually

## About This Procedure

<b>Responsible Official:</b>	Chief Safety and Compliance Officer	<b>Approval Authority:</b>	Chief Safety and Compliance Officer
<b>Affiliated Policy Number(s):</b>	V. 4.37.1, UOP31	<b>Effective Date:</b>	May 31, 2023
<b>Revision History:</b>	<ul style="list-style-type: none"><li>• Approved by the Responsible Official September 1, 2011</li><li>• Responsible official officially changed from the Vice President for University Relations and Administration to the Vice President for Finance and Treasurer on October 1, 2019</li><li>• Responsible official officially changed from the Vice President for Finance and Treasurer to the Chief Safety and Compliance Officer on October 7, 2022</li><li>• Title changed from University Roof Access for Academic or Research Use to University Roof and High Place Access for Academic or Research Use May 31, 2023.</li></ul>		

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