
UNIVERSITY OPERATING PROCEDURE

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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/ROTCs, 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 Safety (DOSH) and the Environmental Health and Safety (EHS) Director. All 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 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.

