

Roof Access Request

(Fall Protection, Swing Stages, Rope Access, Crane Lifts)

Submit 5 days in advance to CapU Liaison for approval

Project Name:	Start Date:
CapU Liaison:	Office/Cell:
Company Name:	Office:
Site Supervisor:	Cell:

- This form shall be initiated by the Contractor or Sub contractor requesting roof access
- This form shall be sent to the CapU Liaison for review and verification
- All possible impacts to the Capilano University need to be address and controls documented prior to access
- Upon verification, the CapU Liaison will send notification to the Manager OHS & EP

PLEASE CONTACT THE CAPU LIAISON FOR ADDITIONAL INFORMATION

Project Information

Date(s) Required:	Start Time:	End Time:
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Scope of Work:

Building(s) to be accessed:

Will the project include any activities performed within 2 meters from the edge of the roof? Yes No
 If yes, a written Fall Projection Plan must be submitted with this request form
 If no, ensure that all workers are aware of control zone safety requirements

Does this work involve:

Yes No Controlled Substances (sealant, caulking, etc.)

Yes No Impacts on or in proximity to HVAC

Yes No Impacts on or in proximity to Fume Hood Exhaust Systems

Yes No Anticipated impacts to Occupants (noise, fume, debris, etc.)

NOTE: if yes to any of these, provide additional information with respect to controlling these impacts.

Fall Protection/Swing Stage/Crane Lift Plan

- Please refer to the BC Occupational Health and Safety regulations/guidelines Part 11 (Fall Protection), Part 13 (Ladders, Scaffolds and Temporary Work Platforms), Part 14 (Cranes and Hoists) Part 34 (Rope Access)
- NOTE: Anchors on Capilano University MAY NOT be inspected nor certified. Confirmation of anchor inspection and certification is the responsibility of the contractor**
- Selecting a method of fall protection
 - The contractor must ensure that guardrails (as per Part 4) are used when practicable
 - If a guardrail is not practicable, the contractor must ensure that another fall restraint system is used.
 - If a fall restraint system is not practicable, the contractor must ensure that a fall arrest system is used
 - If the use of a fall arrest system is not practicable, or will result in a hazard greater than if the system is not used, the contractor must ensure that work procedures are followed that acceptable to the Board and minimize the risk of injury to a worker from a fall
 - A control zone with or without a safety monitor may be used as a means of fall protection where it is not practicable to use a method of fall restraint or fall arrest or where the use of a fall arrest systems will result in greater hazard
- The all plans must specify
 - Identification, assessment and control of all foreseeable hazards (e.g. fall, site, crane, load, equipment, environmental)
 - Type of equipment being used, configurations of equipment, rate capacities, load information, equipment placement, load attachment points, rigging, soil condition, specific site hazards, etc.
 - The fall protection system or systems to be used in each area
 - The procedures to assemble, maintain, inspect, use and disassemble equipment and protection systems
 - The procedures for rescue of a worker who has fallen and is suspend by a personal fall protection system or safety net, but is unable to self-rescue

Contractor Signature & Date	CapU Liaison Signature & Date
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Work Complete

Contractor Signature & Date	CapU Liaison Signature & Date
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