

Roof Protocol

There is a **significant risk of falling** when **working on roofs**.

The policy of the university aims to enable people to work safely. All roofs of the UT have been examined for risks and, where necessary, equipped with fall protection systems to improve people's safety when working on roofs. However, clear agreements and procedures must be followed to ensure that it remains safe to work on roofs.

The following rules apply to accessing roofs:

- Only qualified and SCC-certified (Safety Checklist Contractors, Dutch: VCA) personnel may access roofs of UT buildings.
- In exceptional circumstances supervisors will instruct any non-certified persons. After instructions have been given and the roof protocol (see below) has been signed, these persons must remain within the marked safety zone on the roof.
- Report to the service desk of the building before and after the work.
- Defects in the fall protection system must be reported immediately to the service desk of the building.
- The required personal protective equipment (PPE) must be used where applicable.
- Work must be coordinated with the maintenance group of Campus & Facility Management.
- Upon leaving the roof, the roof access hatch must be closed, if possible.

Personnel without certification (VCA, Safety Checklist for Contractors) must remain within the safely marked zone on the roof. The safe zone can be recognized by:

- Striping or tile paths on the roof floor at 4 meters or more from the roof edge
- A partition at a height of 100 cm at 2 meters from the roof edge
- A railing of 100 cm high on or before the edge of the roof

The use of personal protective equipment, such as a harness with lines, is restricted to authorised certified staff. Only the safe zone of the roof may be accessed without personal protective equipment.

The contract managers and the EHS coordinator of the Campus & Facility Management department are supervisors. They are authorised to instruct non-certified staff on how to safely access the roof.

The roof protocol form will be signed by both parties to this end.

The undersigned hereby declares that it has taken note of the above agreements and provisions and that it will respect them.

Name:

Date:

Signature:

Supervisor:

Name:

Signature: