

COE Safety Policy – COE-SP-0003

Roof Access

Facility: NMSU College of Engineering Facilities and Collaborative Areas

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Scope: This document describes definitions and procedures accessing roofs of COE buildings

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Revision: Zero (0)

Introduction:

First and foremost the College of Engineering (COE) strives to provide a safe and healthy work environment for students, faculty and staff. To that end, the activities of on College of Engineering building roofs must be reviewed to ensure they appropriate. Also the activities must not damage the roofing membrane or any other equipment on the roof such as air conditioners, fans, ductwork, sprinklers, fire department connections, etc. The outcome of this review will determine the approval by the College of Engineering Safety Specialist and the applicable Department Head.

Details of the Policy:

Definitions:

- Roof: The exterior surface on the top of a building.
- Supervisor: The Principal Investigator (PI) or Staff Member is considered the immediate supervisor for a minor. A graduate student may be designated to interact with the minor with the understanding that they must work with or near the minor at all times. However the ultimate responsibility for supervision lies with

the PI or Staff Member.

- SOP: Standard Operating Procedure

You must read and understand the requirements in COE-SOP-0005 Roof Access found on the COE Safety website at <https://coesafety.nmsu.edu/sops/> before you can obtain access to any roof.

Complete the information in the form at the end of this document or the online form at <https://coesafety.nmsu.edu/documents-forms/> and send it to Juanita Miller, COE Safety, miljgh@nmsu.edu for review and approval. You will be contacted to discuss this request. Depending on the nature of the activities, you may be asked to participate in a risk assessment and a safety review.

Attachments

1. Roof Access Permission Request/Approval Form

Document # _____ - _____ - _____ Rev _____
College of Engineering
Roof Access Request/Approval Form

Department: Circle One (EE, IE, MAE, CHME, CE, AASET, Other

Name (Student, Researcher, Staff, etc.): _____

PI or Faculty Advisor Name _____

Building Name: _____

Describe the purpose for accessing the roof and what experiments you plan to perform:

Describe all equipment that will be used on the roof and how it will be mounted and secured:

List the days of week you plan to access the roof: For example Mon-Fri or Mon-Sun

List the time of day you plan to access the roof: For example 8 am-5 pm or 8 am-11:59 pm etc.

Submit this form and supporting documents to: Juanita Miller, COE Safety, miligh@nmsu.edu

(Note, this form can also be found at <https://coesafety.nmsu.edu/coe-forms/>)

