

Haddonfield Board of Education

Rooftop Entry and Safety Written Plan

Date Implemented: July 23rd 2026

Plan Administrator/Competent Person: Timothy V. McFerren CEFM

1.0 Purpose and Scope

The purpose of this plan is to establish standard operating procedures for safe rooftop entry, work, and exit at Haddonfield Board of Education facilities. This plan ensures compliance with NJ PEOSH rules—which adopt OSHA 29 CFR 1910 Subpart D (Walking-Working Surfaces) and Subpart I (Personal Protective Equipment)—and local New Jersey Building Codes (NJBC). This policy applies to all public employees, authorized contractors, and maintenance personnel accessing the roof.

2.0 Roles and Responsibilities

- **Plan Administrator / Competent Person:** Responsible for implementing this plan, conducting hazard assessments, ensuring fall protection systems are inspected, and stopping work if unsafe conditions arise.
- **Supervisors:** Must ensure only authorized, trained employees are granted roof access and that appropriate Personal Protective Equipment (PPE) is provided at no cost to the employee (per NJ PEOSH requirements).
- **Authorized Employees:** Must follow all procedures outlined in this plan, properly use assigned PPE, inspect gear prior to each use, and immediately report unmitigated hazards to the supervisor.

3.0 Hazard Assessment and Site Preparation

Before any employee accesses the roof, the Competent Person or Supervisor must evaluate the following:

1. **Weather Conditions:** Rooftop access is strictly **prohibited** during high winds (exceeding [Insert Wind Speed, e.g., 25 mph]), lightning, heavy rain, snow, or ice accumulation.
2. **Structural Integrity:** Assess the roof for fragile surfaces, including skylights. All skylights must be protected by a screen or a guardrail.
3. **Work Location:** Determine the exact distance from the work area to the unprotected leading edge.

4.0 Access Methods

Access to the roof must only be conducted through approved means:

- **Roof Hatches:** Any roof hatch located within 10 feet of a roof edge must be protected by a guardrail. Hatches must be kept closed when not actively in use.
- **Fixed Ladders / Stairs:** Ensure all fixed access points comply with OSHA and NJBC load and rail requirements.
- **Security:** Access doors/hatches must remain locked when not in use to prevent unauthorized entry. Keys/access codes are maintained by the Building Administrator and District Facilities Staff.

5.0 Fall Protection Requirements

NJ PEOSH requires fall protection when employees are exposed to unprotected sides or edges 4 feet or more above a lower level. For work on low-slope roofs, Haddonfield Board of Education enforces the following distance-based rules:

- **Zone 1: Less than 6 feet from the roof edge.**
 - Employees must use conventional fall protection. This includes a pre-existing 42-inch parapet wall/guardrail system, or the employee must wear a Personal Fall Arrest System (PFAS) tied off to an engineered anchor point.
- **Zone 2: 6 feet to 15 feet from the roof edge.**
 - Employees must use conventional fall protection OR work within a designated area established by a warning line system placed at 6 feet from the edge.
- **Zone 3: 15 feet or more from the roof edge.**
 - For temporary and infrequent work, employees are permitted to work without conventional fall protection provided a strict administrative rule is enforced barring them from crossing the 15-foot threshold. Otherwise, a warning line system must be erected at 15 feet.

6.0 Non-Fall Hazards & NJ Right-to-Know (RTK)

- **Chemical Hazards:** Per the NJ PEOSH Hazard Communication Standard (N.J.A.C. 12:100-7), any chemicals brought onto the roof (e.g., HVAC cleaning solvents, roofing adhesives) must be properly labeled. Safety Data Sheets (SDS) must be immediately accessible to all workers.
- **Lockout/Tagout (LOTO):** Before servicing any rooftop HVAC or mechanical equipment, electrical and pneumatic energy sources must be isolated and locked out according to the facility's LOTO program.
- **Environmental/Heat Stress:** For summer operations, supervisors must monitor the heat index and provide adequate water, rest, and shade in accordance with NJ PEOSH heat hazard guidance.

7.0 Emergency and Rescue Procedures

In the event of an emergency or a fall where an employee is suspended by a PFAS:

1. **Immediate Notification:** Contact Emergency Services (911) immediately.

2. **Prompt Rescue Plan:** Suspended workers must be rescued promptly to prevent suspension trauma.
3. **NJ PEOSH Reporting:** In the event of a severe incident, the Plan Administrator must report any work-related fatality to the NJ Office of Public Employees Occupational Safety and Health (OPEOSH) within **8 hours**, and any in-patient hospitalization, amputation, or loss of an eye within **24 hours**.

8.0 Training Requirements

All employees authorized to access the roof must receive training upon initial assignment and retraining when equipment or workplace conditions change. Training will include:

- Recognition of fall hazards.
- Proper donning, doffing, adjusting, and inspecting of PPE and PFAS.
- Understanding the designated work zones and warning line systems.
- Emergency rescue procedures.

Training records, including the dates and names of attendees, will be maintained by the Haddonfield board of education for a minimum of 3 years.

Appendix A: Daily Rooftop Entry Checklist

(To be completed by the worker/supervisor prior to entry)

- ☐ Weather conditions are safe (No high winds, lightning, or ice).
- ☐ Work location and distance to the edge have been identified.
- ☐ Fall protection method is selected (Guardrail, Warning Line, or PFAS).
- ☐ If using PFAS, harness and lanyard have been visually inspected for damage/wear.
- ☐ Anchor points have been verified as secure.
- ☐ Skylights or holes in the work vicinity are covered or guarded.
- ☐ Necessary tools/materials are secured to prevent falling objects.
- ☐ Rescue plan is reviewed and communication devices (radios/cell phones) are tested.

Authorized Employee Signature: _____ **Date:** _____

Review and Board of Education Approval: Date 7/23/2026