



HATCH OPENING SYSTEM

Many university employees must access the rooftops of campus buildings to conduct maintenance including cleaning, inspections, and repairs. Roof access is different for every building. For buildings that have roof hatches, the risk of falls is greatest when employees move from the ladder to the rooftop and back. Additional fall hazards are present when unlocking and opening the hatch while balancing on the ladder. To reduce these risks, some buildings are now equipped with a roof hatch opening system. The system allows for employees to open the hatch prior to climbing the ladder. It also provides a pop-up bar that is used as a handhold to stabilize the employee when climbing to and from the rooftop to the ladder. Like any safety system, users should familiarize themselves with the system prior to using it. Use the steps below to operate the hatch opening system.

WHAT TO DO

1. Unlock the hatch.
2. Remove the lock and push the top tab back, so the two tabs do not align (see the top picture).
3. Crank the ladder to open the hatch and extend the pop-up bar.
4. Move the tab back into alignment and replace the lock. **DO NOT SKIP THIS STEP!** If you skip this step, then the pop-up bar will not lock in place and can slide when you grab it!
5. Climb the ladder and use the pop-up bar to help you move from the ladder to the roof top.
6. When your work is done, do the steps in reverse order.
 - o Remove the lock.
 - o Separate the tabs.
 - o Turn the crank to close the hatch and lower the pop-up bar.
 - o Slide the tab back to align with the other.
 - o Lock the hatch when you're done with the work.

SAFETY TIPS

- To ensure stability, be sure that your hand does not slide off the tip end of the pop-up bar.
- Replace the lock through both tabs prior to climbing, so that the pop-up bar stays up. The lock does not need to be locked in most circumstances, unless you have concerns that someone could move the crank when you are on the roof.
- It is a good idea to use the buddy system (work in pairs), when working on rooftops.
- Contact Work Control at (541) 346-2319 if the system needs repair.
- In an emergency, call **911** or **UOPD** (541) 346-2919 for immediate assistance!



The tabs are not in alignment, so the crank can be turned.



Always realign the tabs and replace the lock before climbing



Use the pop-up bar to help you move from ladder to roof and back.

