

**Standard Operating Procedure for: Rooftop Work Where RF Equipment is Present**

Contact: Mark Hester Buildings: Administration Building, Doyt Perry Stadium, East Hall, Hayes Hall, Huntington at BGSU, Jerome Library, Kreischer Quad, Offenbauer Residence Hall, Perry Field House, Slater Family Ice Arena, Stroh Center, Student Recreation Center, Technology Building, Woodbridge Warehouse, Mercer Road Animal Research Center

Radio Frequency (RF) emitting devices (radio and cell phone antennae) exist on many of BGSU's facilities. This procedure is provided to identify the locations of the equipment, provide availability to training and awareness, and a process for conducting work in areas adjacent to the RF devices – generally on the roof top of certain facilities.

**Process to conduct work:**

Prior to working on the roof of any BGSU building, for any purpose, check in with the Campus Operations Help Desk and identify where you will be working and what tasks you are performing.

If working on the roof of one of the buildings identified as having RF equipment mounted; review the RF Pamphlet to insure you understand the RF equipment and hazard area, and appropriate measures to take to protect yourself – essentially to avoid prolonged exposure in the identified areas. BGSU employees, obtain RF training prior to accessing an area of concern. Non-employees, review the pamphlet and communicate with your management and University POC or more information or training is required or desired. Discuss with a Campus Operations Director if additional questions remain.

Avoid the specific areas of exposure to RF energy if possible and conduct necessary tasks.

If your work requires you to be in an area of concern (the area identified in front of a transmitter, please request downtime on the equipment for the period you will need to work. Coordinate through your University POC, or Campus Operations Directors, to arrange for antenna owners to disconnect power for the period of work.

Coordination for downtime is required in advance – allow up to seven days for coordination.

**Personal Protective Equipment required:** No specific PPE is required for work on a roof where an RF device exists. Normal PPE for the job you are doing is still required.

**Designated Area for Work:**

- All work on building rooftops by any trade directly in the path of sufficient RF energy to cause medical concern – areas specifically identified by markings on the drawings and on the rooftop.

**Special Handling Procedures: None**

**Accident Procedures**

- In the event of an accident or emergency, immediately vacate and secure the area. Contact BGSU Police (911) and Campus Operations at 419-372-2251.