

## ROOF ACCESS PERMIT PROCEDURE

SCOPE: A roof access permit is required to gain authorised access to all roof sections within the University when the person doing work can fall 2.4 metres or more.

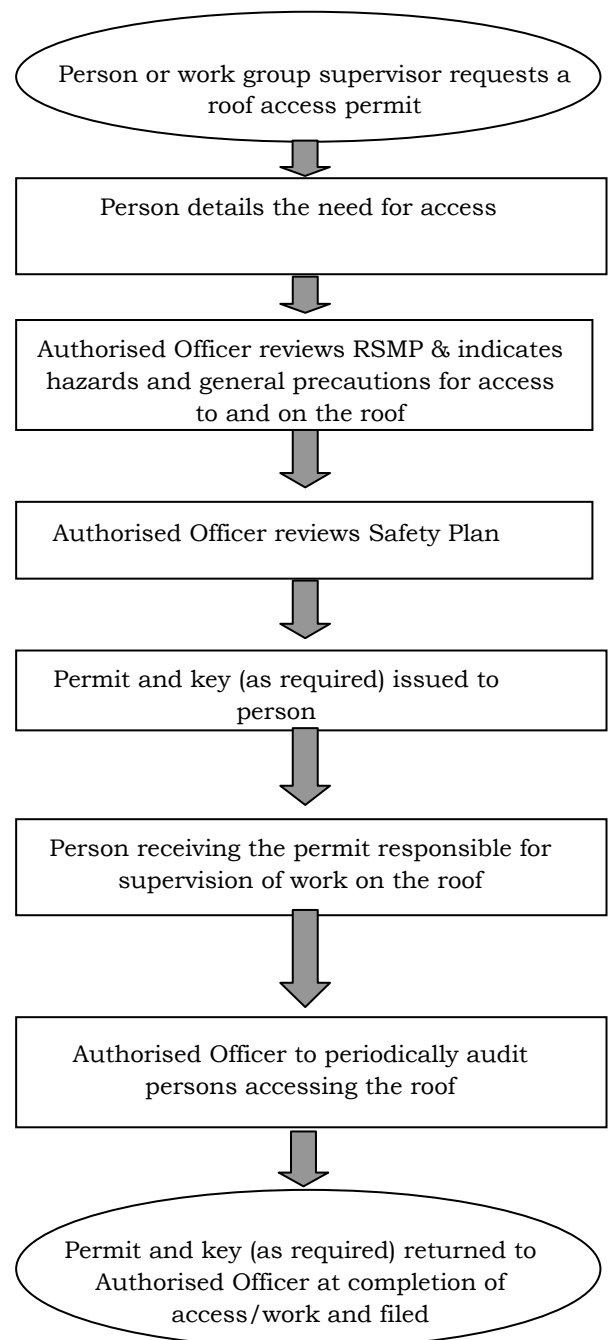
This permit procedure is to be read in conjunction with the QUT Roof Safety Management Plan (RSMP).

Work on roofs is to conform to AS 1891.4:2000, DETIR Work On Roofs Advisory Standard and other applicable legislations.

DEFINITION: "Authorised Officer" - A QUT employee who has completed an approved Height and Safety course.

PROCEDURE:

1. A person or supervisor of a work group requiring roof access shall request a roof access permit from an authorised officer.
2. The person or supervisor requiring the permit shall detail the need for access, the nature of work to be carried out and period for which roof access is required.
3. The Authorised Officer shall review the QUT Roof Safety Management Plan 'Roof Safety Survey Form' for the relevant roof with the person requiring access indicating the hazards present on the roof section and the general precautions to be undertaken during the access.
4. The Authorised Officer shall review the Contractors/Staff Member's Safety Plan for the work and ensure that roof safety and other H&S requirements are acceptable.
5. The Authorised Officer will authorise and issue the permit to the person or supervisor responsible for the work and release the appropriate key(s) for access of doors or cages (as required).
6. The person receiving the permit will sign as the person in charge of the works and will assume responsibility to supervise the access and ensure all precautions outlined on the permit are followed at all times. The permit shall be retained at the work/access area for the duration of the permit.
6. The Authorised Officer shall periodically audit the person or work group to ensure the precautions are being followed.
7. At the completion of the work the permit and key shall be returned to the Authorised Officer.





**ROOF ACCESS PERMIT**

Campus: .....

Access Required for: Building: ..... Roof Section: ..... Area: .....

Permit Requested by: .....

Title: ..... Company: .....

Description of Work or Reasons for Access: .....

.....

HAZARDS		SAFETY PRECAUTIONS REQUIRED
Work on or near a fume stack	<input type="checkbox"/>	
Work on or near radio communication equipment	<input type="checkbox"/>	
Proximity of overhead electricity power lines	<input type="checkbox"/>	
Access to or near a fragile roof section	<input type="checkbox"/>	
Access to or near an unprotected roof edge	<input type="checkbox"/>	
Objects falling from the roof	<input type="checkbox"/>	
Working on or near a cooling tower/evaporative condenser <input type="checkbox"/>		
NOTE: A half face Class P1 or Class P2 particular filter is a minimum requirement when working near a tower.  If working <u>on or in</u> a tower please refer to Australian Standard 3666.2:2002		
Other (s) <input type="checkbox"/>	(Specify)	

Means of entry to the roof is to be by: ..... At location: .....

Permit is only valid: From: ..... am/pm Date: .....

To: ..... am/pm Date: .....

Access Authorised by: .....

Title: ..... Signature: .....

It is the responsibility of the person in Charge of Works to ensure that all required safety precautions are maintained at all times and that direct supervision is provided for the duration of this permit.

Person in Charge of Works/Access: .....

Title: ..... Contact No: .....

Signature: ..... Company: .....

Keys Returned and Permit Cancelled by: ..... Date: .....

Example of sign that may be positioned at roof access points.

