



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

WHS

ROOF ACCESS PROCEDURE

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1 Introduction / Background

The University of Wollongong acknowledges that working on a roof can give rise to a number and variety of high risk hazards that can lead to death and serious injury. This document sets out the procedures that must be followed by a worker, student or visitor who requires access to a UOW roof.

2 Scope / Purpose

This procedure has been developed to assist any UOW Officer who is responsible for approving a request for access to a roof by a worker, student or visitor, to do so in a systematic manner. Any worker, student or visitor that does not have a safety management system that enables them to manage the risk of working on a roof must follow this guideline. If a distinction has been made by a UOW Officer that a worker can manage the risk to health and safety that is associated with working on a roof, then that contractor can be granted long term access to all building roof. This document provides the minimal requirements that need to be implemented to gain access to a UOW roof.

3 Definitions

<i>Competent Person</i>	means a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task.
<i>Roof</i>	an area located on the top of a University owned or controlled building which may have certain restrictions and requirements associated with access.
<i>Roof Safety Surveys</i>	are a document specific for UOW buildings that contain general building information a risk assessment, pictures of roof and harness information
<i>UOW Officer</i>	A UOW worker who is responsible for approving requests for access to a roof by a worker student of visitor.
<i>Worker</i>	includes any person who carries out work for the University of Wollongong.

4 Instructions

The following instruction describes the minimal procedures that must be followed by any UOW worker, student or visitor who requires access to a UOW roof.

4.1 Planning

The minimum requirements for accessing a UOW roof is documented within the University's roof safety surveys. Any worker required to access a UOW roof will need to firstly review the roof safety survey to establish the minimum access requirements for that particular building. UOW employees can access roof safety surveys via SafetyNET or the University's website. UOW visitors and contractors can obtain the roof safety surveys via the UOW WHS [website](#).

Each roof safety survey identifies the hazards associated with accessing a particular roof and the control measures that are required to be implemented by the workers who are going to access the roof. Any worker requiring access to a UOW roof will need to complete a [UOW Roof Access Permit](#) to demonstrate that they are aware of the minimal access requirements and capable of implementing the necessary control measures.

Minimum requirements include ensuring that all workers who will be undertaking work that requires the use of a fall arrest device have completed a recognised working at heights safety awareness training.

All of the University's roof safety surveys shall be reviewed on an annual basis or when there is a change to the structure of a roof or building.

4.2 Completion of Roof Access Permit for Short Term Access

The Roof access permits form is available on the University's Workplace Health and Safety (WHS) unit [website](#). Completed roof access permits need to be submitted to the UOW Officer coordinating the work or access to the roof. The UOW Officer will be different for each campus, for example the Maintenance Supervisor and Maintenance Support Officer are both the roof access officers at the Wollongong campus. This action should be taken at least 24 hours before work is anticipated to commence. The permit form will then be approved or denied by the UOW Officer depending on the information in the permit. It is the responsibility of any UOW Officer who engages the services of an external person or organisation to conduct work on a UOW roof, to inform them about the university's roof access requirements.

4.3 Completion of Roof Access Permit for Long Term Access

If a contractor requires long term access to one or multiple UOW roofs they need to be able to demonstrate that they can competently perform this type of work. In order to do this the UOW Officer coordinating the work must verify that the contractor has access to a health and safety management system that can effectively manage the risk associated with this type of work. The contractor must complete a UOW roof access permit. Once this has been completed the contractor can be granted long term access to UOW a controlled roof.

4.4 Risk Assessment

An additional risk assessment must be completed when the work being undertaken on the UOW roof is outside the scope of the roof safety survey. UOW employees can complete risk assessments on SafetyNET. An external person / organisation will need to complete their own risk assessment and submit this to the UOW Officer, attached to the completed roof access permit form.

5 Roles & Responsibilities

Contractor	must review roof safety surveys to determine and understand minimum access requirements.
FMD Service Centre	responsible for processing roof access permits when they are submitted through the service centre.
Maintenance Supervisor	review permits and authorise access when satisfied requirements can be satisfied.
Maintenance Support Officer	review permits and authorise access when satisfied requirements can be satisfied.
WHS Unit	Develop WHS management system requirements relating to roof access in consultation with UOW workers.
Worker	must undertake the minimal requirements of this procedure. Workers will be required to review roof safety surveys and complete a UOW permit to work form if they.

6 Related Documents and References

[NSW WHS Act 2011](#)
[NSW WHS Regulation 2011](#)
[Code of Practice – Managing the Risk of Falls at Workplaces](#)
[UOW Risk Management Guideline](#)
[UOW Managing the Risk of Falls](#)

7 Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1	2012 September	Mr Dylan Smith	Mr Darren Smith	New Document.
2	2016 April	Daniel Leo	Darren Smith	Minor review