Roof Safety Survey

GENERAL INFORMATION

CAMPUS: Wollongong Campus
BUILDING: Commerce (40)
DESCRIPTION: Four storey building with low pitched metal roof comprising of northern and central wings linked by a central corridor as well as a walkway to the east. Lower balcony area with concrete roof on the north east wing has air conditioning services and exterior walkways with horizontal lifelines and ladder racks to allow window cleaning. Anchor points on roof of landings to allow gutter cleaning. Ladder from central wing down to central east wing. New lifelines have been installed on main north and central wings - services located away from building edge - central A/C services on raised platform.

RISK ASSESSMENT #: UOW01658

ROOF ACCESS: Two Access Points :
1. Upper Roof
   Climb to top of Stair 4 in the corridor linking the north and central wings leads to flat concrete landing on the roof from which the two wings can be accessed via a stile.
2. North East Balcony
   From south facing offices on top floor of north east wing onto balcony and over stile onto roof
3. Lower roof areas
   Assess to lower roof areas require portable ladder from Ground Level to ladder bracket

SIGNAGE :
Danger - No Access to Roof without a Buildings and Grounds Roof Access UOW Permit to work; Caution - Trip Hazards

COMPLIANCE PLATES:
Tags on anchor points. Plates for horizontal lifelines used to clean windows located on wall beside ladders. Plate for ladder system to lower central eastern wing adjacent to top of ladder. Compliance plates for new lifelines located near the lifelines.

SAFE WORK AREAS:
1. The handrailed area immediately adjacent to the access from the fire stair and within the handrailed services area on the central western wing.
2. The south facing balcony access area and within the handrails on the north eastern wing. (Refer map)

ROOFING SYSTEM:
SALA "SAYFGLIDA & SAYF8" LIFELINE.
TYPICAL ANCHORS
SALA "EVOLUTION" LIFELINE.

HEIGHT OF BUILDING: 4 storey
PITCH: Flat on concrete; < 5 degrees on metal roofs
ROOF CONSTRUCTION: Metal and concrete
STRUCTURAL INTEGRITY: Sound

VEGETATION: Yes

ADJOINING ROOFS: Hope Theatre (40)

SERVICES:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gutters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/C Units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhaust Fans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ducts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roof Ventilators</td>
<td></td>
<td></td>
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<tr>
<td>Fume Cupboards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telco Towers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Satellite Dishes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Antenna</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skylights Domes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Glass Skylights</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Pipework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooling Tower</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

EXISTING SAFETY ITEMS:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Handrail</th>
<th>Yes</th>
<th>1050mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anchor Points</td>
<td></td>
<td>Walkway</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vertical Lifelines</td>
<td></td>
<td>Parapets</td>
<td></td>
<td>500mm</td>
</tr>
</tbody>
</table>

WORK ACTIVITY DETAILS:

| Clean Gutters / Routine Maintenance | Yes | Frequency | Every 3 months |
| Service A/C Plant                 | Yes |          |              |
| Cooling Tower Maintenance         | Yes |          |              |

Note: Before commencing any work obtain Roof Permit from Facilities Management Division
## Roof Safety Survey

### Risk Assessment

**Risk Assessment / Task Location**

**Building 40**

*Note: The hazards identified do not include hazards that related to specific work tasks. These should be identified in the Safe Work Method Statement (SWMS) of the contractor.*

<table>
<thead>
<tr>
<th>What is the Activity/Service Item</th>
<th>What are the potential Hazards</th>
<th>What is the Risk Level</th>
<th>List any Control Measures already implemented</th>
<th>Describe what can be done to eliminate risk or reduce the harm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to Roof</td>
<td>Nil</td>
<td>L</td>
<td>Parapet &amp; Handrail Protection</td>
<td>Nil</td>
</tr>
<tr>
<td>Access to Roof</td>
<td>Unauthorised access</td>
<td>M</td>
<td>All access points to roof are locked and made secure so are not accessible by unauthorised persons; signage</td>
<td>Risk Assessment and Roof Safety Survey</td>
</tr>
<tr>
<td>Gutter Edge Maintenance</td>
<td>Falling</td>
<td>H</td>
<td>Some Handrails in areas, gutter anchors</td>
<td>Handrail, Horizontal Lifeline or a minimum of Anchor Points are required</td>
</tr>
<tr>
<td>A/C Maintenance with handrail protection</td>
<td>Refer to SWMS of contractor</td>
<td>L</td>
<td>Parapet &amp; Handrail Protection</td>
<td>Nil</td>
</tr>
<tr>
<td>A/C Maintenance with no protection</td>
<td>Falling &amp; Refer to SWMS of contractor for maintenance work</td>
<td>H</td>
<td>Follow contractor SWP</td>
<td>Handrail, Horizontal Lifeline or a minimum of Anchor Points are required</td>
</tr>
<tr>
<td>Exhaust Fan &amp; Duct Maintenance with Handrail protection</td>
<td>Refer to SWMS of contractor</td>
<td>L</td>
<td>Parapet &amp; Handrail Protection</td>
<td>Nil</td>
</tr>
<tr>
<td>Exhaust Fan &amp; Duct Maintenance with no protection</td>
<td>Falling &amp; Refer to SWMS of contractor for maintenance work</td>
<td>H</td>
<td>Follow contractor SWP</td>
<td>Handrail, Horizontal Lifeline or a minimum of Anchor Points are required</td>
</tr>
<tr>
<td>Pipework Maintenance with handrail protection</td>
<td>Trip Hazard &amp; Refer to SWMS of contractor for maintenance work</td>
<td>L</td>
<td>Parapet &amp; Handrail Protection</td>
<td>Nil</td>
</tr>
<tr>
<td>Pipework Maintenance with no protection</td>
<td>Falling, Trip Hazard &amp; Refer to SWMS of contractor for maintenance work</td>
<td>M</td>
<td>Caution when crossing pipework</td>
<td>Walkway Bridges where crossing is required, Handrail, Horizontal Lifeline or a minimum of Anchor Points are required</td>
</tr>
<tr>
<td>Window Cleaning</td>
<td>Falling</td>
<td>H</td>
<td>Horizontal Lifelines installed</td>
<td>Ensure horizontal lifeline &amp; anchors used correctly</td>
</tr>
<tr>
<td>General</td>
<td>Trip Hazard - Roof Sheeting</td>
<td>M</td>
<td>Safe Work Procedure</td>
<td>Stay on walkways where installed</td>
</tr>
<tr>
<td>General</td>
<td>Environmental Hazards - Spiders, Wasps, and other insects</td>
<td>M</td>
<td>Appropriate PPE and insect repellent; Pest control as required</td>
<td>On-going pest control measures</td>
</tr>
<tr>
<td>General</td>
<td>Weather Trips/Slips - Wet Roofs</td>
<td>H</td>
<td>Do not work while roofs are wet or have dew</td>
<td>Do not work while roofs are wet or have dew</td>
</tr>
<tr>
<td>General</td>
<td>Weather - Windy Condition</td>
<td>H</td>
<td>Do not work in windy conditions</td>
<td>Do not work in windy conditions</td>
</tr>
<tr>
<td>General</td>
<td>Weather - Hot Conditions</td>
<td>M</td>
<td>Use suncream, hats and remain hydrated and take appropriate breaks</td>
<td>Use suncream, hats and remain hydrated and take appropriate breaks</td>
</tr>
</tbody>
</table>

HRD-WHS-REF-465.2  2015 December
Reference Documentation

Legislation
NSW Work Health and Safety Regulation 2011 Part 4.4 Falls
Public Health (Microbial Control) Regulation 2000

Australian Standards
AS 1657 - 2013 Fixed platforms, walkways, stairways and ladders - Design, construction and installation
AS 1891.1 - 2007: Industrial fall-arrest systems and devices - Harnesses and ancillary equipment
AS 1891.2 - 2001: Industrial fall-arrest systems and devices - Horizontal lifeline and rail systems
AS 1891.3 - 1997: Industrial fall-arrest systems and devices - Fall-arrest devices
AS 1891.4 - 2009: Industrial fall-arrest systems and devices - Selection, use and maintenance
AS 1892.5 - 2000: Portable ladders - Selection, safe use and care
AS 2210.1 - 2010: Safety, protective and occupational footwear - Guide to selection, care and use
AS 3666- 2011: Air-handling & Water Systems for Buildings - Microbial Control
AS 4994.1 - 2009: Temporary edge protection - General requirements
AS 4994.2 - 2009: Temporary edge protection - Roof edge protection - Installation and dismantling
AS 5532 - 2013: Manufacturing requirements for single-point anchor device used for harness-based work at height

Code of Practice
Safe Work Australia - Managing the Risk of Falls at Workplaces
NSW Health Department Code of Practice for the Control of Legionnaires' Disease

UOW Documentation
Managing the Risk of Falls Guidelines
Thermal Comfort Guidelines
UOW Roof Access Permit
UOW Roof Access Certificate

Other
SALA - Fall Arrest and Height Safety Systems - Fall Protection Manual
WorkCover - Safe Working at Heights Guide 2006
WorkCover Safety Guide - Portable Ladders February 1999
Building 40 Roof Safety Assessment

Campus Map

Aerial View

L - location of ladder/styles or ladder bracket
B - location of ladder bracket
P - location of compliance plate
A - location of access to roof

Horizontal Lifeline
Anchor Points
Safe Roof Work Area
Existing controls
Building 40 Roof Safety Assessment

Stair 4 access to roof

Services on central wing looking south from access door

Stile up onto northern wing

Anchor points on western awning

Balcony and access to offices on south side of North East wing

New lifeline

Stile down to window cleaning walkway on north side of north east wing

Services on central wing looking east
Balcony and access to offices on south side of North East wing

Air conditioning services on North Eastern wing

Ladder rack and horizontal lifeline on walkway

Window cleaning walkway on east side of north wing

Services on northern wing looking west

Services on central wing looking east