UOW SAFE@WORK

Roof Safety Survey

BUILDING 40 Hope Theatre

Version 3
1 Introduction

The following document outlines the Roof Safety Survey (RSS) for Building 40 Hope Theatre of the University of Wollongong located at Wollongong Campus Northfields Avenue Wollongong NSW 2522.

2 Purpose

This RSS is to be used as a general guideline to provide awareness and control measures for site personnel and contractors when accessing various roof areas. Personnel must make an assessment prior to accessing the roof. Should there be any potential for falls, all personnel must ensure the necessary fall prevention systems are utilised and operated in a “fall restraint” working mode. All ends users of Fall arrest equipment must be trained to a level of national recognition. All work practices and systems operations must be identified and documented in the risk assessment and safe work method statement.

3 Disclaimer

This document should be used as a general guide for roof access purposes only. Items detailed within this document were in situ at the time of inspection and may change. End users must use caution and evaluate the conditions as suitable to themselves.

Riverlands Roofing and Waterproofing (Louey Models Pty Ltd) accepts no responsibility for the actions of persons accessing these areas and or legislative compliance of fittings and fixtures of the site.
4  Building 40 Hope Theatre Roof Area Aerial Photo
Zone Layout

**KEY**
- Highlighted Zone Areas
- No Access to Canopy Structure
- Primary Roof Access Hatch - Portable Ladder Required
- Portable Ladder Required to Access Roof Area

**ZONE: A**
- Main Roof
- Upper Roof
- East Roof
- Awning 1 (No Access)
- Awning 2 (No Access)
- Awning 3 (No Access)
- Awning 4 (No Access)
5 Risk Management

5.1 Risk Matrix

This risk assessment matrix below must be used reviewing in context with the University’s Risk Management Guidelines.

![Risk Matrix Diagram]

5.2 Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as “high”, steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the “hierarchy of controls”.

The Hierarchy of Controls are:

<table>
<thead>
<tr>
<th>Order No.</th>
<th>Control Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firstly</td>
<td>Eliminate</td>
<td>Removing the hazard, eg taking a hazardous piece of equipment out of service.</td>
</tr>
<tr>
<td>Secondly</td>
<td>Substitute</td>
<td>Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance.</td>
</tr>
<tr>
<td>Thirdly</td>
<td>Isolation</td>
<td>Isolating the hazard from the person at risk, eg using a guard or barrier.</td>
</tr>
<tr>
<td>Fourthly</td>
<td>Engineering</td>
<td>Redesign a process or piece of equipment to make it less hazardous.</td>
</tr>
<tr>
<td>Fifthly</td>
<td>Administrative</td>
<td>Adopting safe work practices or providing appropriate training, instruction or information.</td>
</tr>
<tr>
<td>Sixthly</td>
<td>Personal protective equipment</td>
<td>The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks.</td>
</tr>
</tbody>
</table>

For more information on risk management visit:

5.3 Contractors Risk Assessment

The below tables have been populated by the University with known hazards that may be applicable for roof work.

All contractors are required to establish their own risk assessment and SWP/SWMS/etc specific to each task they perform, taking into account hazards that may not have been identified by the University.

### Assessment of Hazards

<table>
<thead>
<tr>
<th>Hazard No.</th>
<th>Description of Activity/Service Item</th>
<th>Description of Hazard (What has potential to cause injury or damage to property/environment?)</th>
<th>Current Controls (What is in place today that controls the risk? List any control measures already implemented)</th>
<th>Risk rating (With current controls in place)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### Risk Control

<table>
<thead>
<tr>
<th>Hazard No.</th>
<th>Additional Control Description (What should be done in the future to control the risk? What can be done to eliminate or further reduce the risk?)</th>
<th>Control Type (Elimination, Substitution, Isolation, Engineering, Administration, PPE)</th>
<th>Person Responsible</th>
<th>Risk rating (With additional controls in place)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
6 Roof Safety Survey Building 40 Hope Theatre

6.1 Building 40 Hope Theatre General Information

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

Building:
University of Wollongong Campus Building 40 Hope Theatre

Description:
Multi storey low pitched metal roof with awnings and canopy structure, services include solar panels, air conditioning units and roof ventilation.

SafetyNet Risk Assessment Reference Number:
- UOW TBA

Roof Access:

Main Roof Access:
- Access to the main roof is via ground floor fire stairs (door #S8). Take the stairs to the top, locate the fire door also marked (S8) which opens on to the theatre’s catwalk area. Caution low head clearance, take the first left and follow the catwalk around to the roof access hatch. A fixed ladder is installed to the roof access hatch inclusive of telescopic stiles to be extended when roof access hatch is open.

Upper Roof Access:
- Access to the Upper roof area is via a portable ladder. (Portable step ladder is required)

Eastern Roof Access:
- Access to the Eastern roof is via a fixed ladder. A ladder bracket is provided also an anchor with strop. Users are to be connected when climbing down from the upper roof to the east roof area (Portable step ladder is required)

Awnings 1 Roof Access:
- Access to Awning 1 via portable ladder to west side anchors located on roof.

Awnings 2, 3 & 4 Roof Access:
- No Access to Awnings 2, 3, and 4.

Signage:
- Various restricted areas

Compliance Plates:
- Data Plate for Lifelines & Anchor point data tags

Height of Building:
- Multi storey

Pitch:
- < 5 degrees
Roof Construction:
  - Metal

Structural Integrity:
  - Sound

Vegetation:
  - Yes

Fall Arrest System:

<table>
<thead>
<tr>
<th>System</th>
<th>Certification Status</th>
<th>Certification By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various Anchor Points</td>
<td>Current</td>
<td>Riverlands Roofing</td>
</tr>
<tr>
<td>Horizontal Lifelines</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*(End users must follow manufacturer’s instructions and use compatible attachments)*

Services:
- ☒ Gutters
- ☒ A/C Units
- ☒ Ducts
- ☒ Roof Ventilators
- ☐ Fume Cupboards
- ☐ Telco Towers
- ☐ Satellite Dishes
- ☐ Antenna
- ☐ Cooling Tower
- ☐ Pipework
- ☐ Fiberglass Skylights
- ☐ Roof Top Solar Panels

Existing Safety Systems:
- ☒ Horizontal Lifelines
- ☐ Vertical Lifelines
- ☒ Anchor Points
- ☒ Handrail
- ☐ Walkway
- ☐ Parapets

Work Activity & Frequency:
- Clean gutters/routine maintenance – 6 months
- Service A/C plant- monthly
6.2 Building 40 Hope Theatre Safety Systems Aerial Photo Layout

The following aerial photo indicates access points and safety systems layout.

**KEY**

- Anchor Point
- Roof Access Hatch (Fixed Ladder)
- Lifeline
- Portable Ladder Required to Access Roof Area
- Fixed Ladder
### 6.3 Building 40 Hope Theatre Roof Photos

**Roof Access**

<table>
<thead>
<tr>
<th>Image</th>
<th>Description</th>
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<tbody>
<tr>
<td><img src="image" alt="Building facade" /></td>
<td>Building facade</td>
</tr>
<tr>
<td><img src="image" alt="Ground floor fire door to fire stairs" /></td>
<td>Ground floor fire door to fire stairs</td>
</tr>
<tr>
<td><img src="image" alt="Top of fire stairs access door to theatre catwalk" /></td>
<td>Top of fire stairs access door to theatre catwalk</td>
</tr>
<tr>
<td><img src="image" alt="Theatre catwalk Caution low head clearance" /></td>
<td>Theatre catwalk Caution low head clearance</td>
</tr>
<tr>
<td><img src="image" alt="Theatre catwalk Caution low head clearance" /></td>
<td>Theatre catwalk Caution low head clearance</td>
</tr>
</tbody>
</table>
Main Roof

| Main roof area with walkway, handrail leading from the roof access hatch and ducts | Main roof area with solar panels | Main roof area with solar panels |
| Main roof area with ducts | Main roof area | Main roof area |
## Upper Roof

Upper roof area

Upper roof area with anchor & strop (Certification by Riverlands Roofing Status Current)

## East Roof

East roof with anchors (Certification by Riverlands Roofing Status Current)

## Awnings

Awning 1 (No Access)

Awning 2 & 3 (No Access)
Level 2 Roof South

Front Entry Roof
7 Program Evaluation

Conditions that might warrant a review of the guidelines on a more frequent basis would include:

- changes to the roof
- change in the relevant legislation or Australian Standards
- organisational needs or WHS Committee concern.

8 Related Documents

- Managing the Risk of Falls Guidelines
- Working at Heights Rescue Plan
- Roof Access Permit
- Roof Access Procedure

9 References

9.1 Legislation

- NSW Work Health and Safety Regulation 2017 Part 4.4 Falls

9.2 Australian Standards

- AS 1657: Fixed platforms, walkways, stairways and ladders - Design, construction and installation
- AS 1891.1: Industrial fall-arrest systems and devices - Harnesses and ancillary equipment
- AS 1891.2: Industrial fall-arrest systems and devices - Horizontal lifeline and rail systems
- AS 1891.3: Industrial fall-arrest systems and devices - Fall-arrest devices
- AS 1891.4: Industrial fall-arrest systems and devices - Selection, use and maintenance
- AS 2210.1: Safety, protective and occupational footwear - Guide to selection, care and use
- AS 3666: Air-handling & Water Systems for Buildings - Microbial Control
- AS 4994.1: Temporary edge protection - General requirements
- AS 4994.2: Temporary edge protection - Roof edge protection - Installation and dismantling
- AS 5532: Manufacturing requirements for single-point anchor device used for harness-based work at height
- AS 2550.10 – 2006 Crane, Hoists and lifting equipment. section 5.9

9.3 Codes of Practice

- Managing the Risk of Falls at Workplaces (SafeWork NSW)
- NSW Code of Practice for the Control of Legionnaires' Disease (NSW Health)

10 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Approved By</th>
<th>Amendment</th>
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<tr>
<td>1</td>
<td>14/08/2020</td>
<td>Original Document Created by GO Riverlands Roofing</td>
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<tr>
<td>2</td>
<td>31/08/2021</td>
<td>Updated by Adriana Pallister – Riverlands Roofing</td>
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<tr>
<td>3</td>
<td>29/04/2022</td>
<td>WHS Advisor Document reviewed by Riverlands Roofing</td>
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</table>
Appendix A: Sample Images

Before contractors use any Fall Arrest System (lifeline or Anchor point) users must complete the following:

- Locate the fall arrest systems data plate or data tag.
- Validate that the system is current and that a yearly certification has been completed.
- Complete a personal visual & physical inspection of the system.
- Users must never exceed the MAX LOAD or USERS of the system.

Fall Arrest System Data Plate

Anchor Point Data Tag