

A SWMS is required from all persons seeking access to Federation University roof areas. The SWMS must address risks to staff, students, visitors, and contractors and to teaching and research activities.

 Permit Number: .....  
 Campus: .....  
 Key No: .....  
 Project Ref: .....  
 PULSE No: .....

 Access required for: **Building:** ..... **Roof Section:** ..... **Area:** .....

Description of work or reasons for access: .....

To be completed by an Authorised Federation University Officer

HAZARDS	SAFETY PRECAUTIONS REQUIRED <i>(Refer also to SWMS, to be filed at Property &amp; Infrastructure counter)</i>
<input type="checkbox"/> Fall from height (e.g. access within 2 metres of an unprotected roof edge, fragile roofs, skylights)	<b>SWMS for Work at Height Work at Height Permit</b>
<input type="checkbox"/> Danger of objects falling from the roof? (e.g. through hoisting materials to roof etc.)	
<input type="checkbox"/> Work involving disturbance of asbestos-containing materials?	<b>Asbestos Register consulted</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Presence of asbestos confirmed</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Property & Infrastructure contacted and action taken: ..... ..... <i>(Authorised Federation University Officer)</i>
<input type="checkbox"/> Work on or within 10m of a fume cupboard exhaust stack? Access is only allowed if the fume cupboards are isolated or a suitable respirator (see below) is used. <i>Respirator means powered air purifying respirator (PAPR) or full-face with P2 acid gas, organic and particulate filter.</i>	<b>Fume cupboards isolated?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> ..... <i>(Departmental Contact)</i> <b>If no, respirator issued?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> ..... <i>(Authorised Federation University Officer)</i>
<input type="checkbox"/> Work near telecommunication equipment?	<b>Radio Communications Site Management Book consulted</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, Property & Infrastructure contacted and action taken: ..... ..... <i>(Authorised Federation University Officer)</i>
<input type="checkbox"/> Work on roof with cooling towers?	<b>Towers confirmed clear – safe to approach</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, Property & Infrastructure contacted and action taken: ..... ..... <i>(Authorised Federation University Officer)</i>
<input type="checkbox"/> Proximity of overhead electricity power lines?	If yes, describe action taken: .....
<input type="checkbox"/> Contact with live electrical conductors in ceiling spaces?	If yes, contractor to visually inspect area and if any concerns as work progresses report back to Authorised Officer to have electrical power isolated at the switchboard
<input type="checkbox"/> Safety gear checked and current	If no, access denied
<input type="checkbox"/> Other (s) <i>(Specify: _____)</i>	

Permit is only valid from: ..... am/pm on: ...../...../..... to: .....am/pm on: ...../...../.....

 Permit issued to: ..... Position: .....  
*(Print full name)*

Company: ..... Contact no: .....

Signature of Permit Holder: .....

**It is the responsibility of the Permit Holder to ensure that all required Safety Precautions are maintained at all times and that supervision is provided for the duration of this permit.**

 Access authorised by: ..... Title: .....  
*(Authorised Federation University Officer – Print Full name)*

Signature: ..... Contact no: .....

**The Authorised Federation University Officer shall periodically audit the Permit Holder or work group to ensure the Safety Precautions are being followed.**

Keys returned and permit cancelled by: ..... Date: ...../...../.....

**WHITE COPY:** To be displayed at the worksite **GREEN COPY:** To be retained in book