

Roof Access Permit

Risk, Health and Safety



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

Permit Number:
 Campus:
 Key No:
 Project Ref:
 WMMS/BEIMS No:

Access required for: Building: Roof Section: Area:
 Description of work or reasons for access:

To be completed by Authorised Federation University Australia Officer

HAZARDS	Check box if "Yes"	SAFETY PRECAUTIONS REQUIRED (Refer also to JSA, to be filed at Facilities Services counter)
Fall from height (e.g. access within 2 metres of an unprotected roof edge, fragile roofs, skylights)	<input type="checkbox"/>	HIRAC for Work at Height Work at Height Permit
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?	<input type="checkbox"/>	Asbestos Register consulted Yes <input type="checkbox"/> No <input type="checkbox"/> Presence of asbestos confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> RHS contacted and action taken: (Authorised Federation University Australia Officer)
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 (defined below) is used. Respirator means powered air purifying respirator (PAPR) or full-face with P2 acid gas, organic and particulate filter.	<input type="checkbox"/>	Fume cupboards isolated? Yes <input type="checkbox"/> No <input type="checkbox"/> (Departmental Contact) If no, respirator issued? Yes <input type="checkbox"/> No <input type="checkbox"/> (Authorised Federation University Australia Officer)
Work near telecommunication equipment?	<input type="checkbox"/>	Radio Communications Site Management Book consulted Yes <input type="checkbox"/> No <input type="checkbox"/> If no, RHS contacted and action taken: (Authorised Federation University Australia Officer)
Work on roof with Cooling Towers?	<input type="checkbox"/>	Towers confirmed clear – safe to approach Yes <input type="checkbox"/> No <input type="checkbox"/> If no, RHS contacted and action taken: (Authorised Federation University Australia Officer)
Proximity of overhead electricity power lines?	<input type="checkbox"/>	If yes, describe action taken:
Contact with live electrical conductors in ceiling spaces?	<input type="checkbox"/>	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
Safety gear checked and current	<input type="checkbox"/>	If no, access denied
Other (s) (Specify)	<input type="checkbox"/>	

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 FedUni 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

Authorised by: University Health and Safety Policy Committee
 Document Owner: Manager – Risk, Health and Safety
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Current Version: 01/04/2017
 Review Date: 31/12/2021