
STANDARD OPERATING PROCEDURE: Working on Roof Space

1. Introduction

The Occupational Health, Safety and Welfare Act 1986 (OHSW Act) and Occupational Health, Safety and Welfare Regulations 1995 (OHSW Regulations) place a duty of care on employers and employees to ensure safety in the workplace.

This procedure has been developed to ensure all UniSA Staff and Contractors comply with appropriate Health, Safety and Welfare Regulations and safe work methods when undertaking a range of works located in/on UniSA roof spaces.

2. Purpose

The purpose of this procedure is to outline the responsibilities of staff and contractors when entering roof space and or working at heights and the approval process required to access this space with a particular emphasis on Building R, Mawson Lakes campus.

3. Definitions

Contract Supervisor – the person nominated to administer and supervise the contract (University staff, usually line manager).

Contractor – A person engaged on behalf of the University of South Australia to conduct specified works on campus.

4. Procedure

4.1 Permission to work on UniSA roof spaces

- As specified in the UniSA OHSW Contractor Management Procedure, Contractors must have an approved Contractors Permit To Work Form: OHSW27 prior to the commencement of all works to be undertaken on any UniSA Roof Space.
- Where permission is required for roof access to Building R, Mawson Lakes campus Step 4.2 shall be followed to maintain security and safety standards.
- The Permit to Work shall be issued by the Contract Supervisor responsible for approving the specified project/activities and shall only be issued on receipt of documented safe work methods.
- The Contractor Supervisor shall also ensure that the contractor or staff member is competent to undertake the specified range of works by assessing licencing requirements for specified works including legislative requirements for working at heights and other relevant licencing requirements for works being undertaken.

- Where roof hazards are identified for task not covered by the contractor's safe work methods, contractors shall cease work and perform a risk assessment. Contractor shall advise where applicable and seek further instructions from the Campus Services Coordinator, (CSC) or Contract/Works Supervisor.

4.2 Roof Access to Building R, Mawson Lakes campus

- The Contractors Permit to Work shall be completed by the Contract Supervisor prior to contacting the Campus Services Coordinator (CSC), Mawson Lakes campus.
- The Contract Supervisor shall contact the CSC, Mawson Lakes campus to coordinate prior access approval with the users of this building

Due to the nature of activities within this building and to minimise interruptions which may affect the teaching, learning and research of the occupants of this building any access is to be negotiated with the CSC with the users of the building.

Due to the nature of activities in this building and to minimise interruptions which may affect the teaching, learning and research of the occupants of this building. any access to the roof space is to be negotiated with CSC.

Generally for routine maintenance, access is permitted during the hours of 7.00am – 9.00am

Prior written notification for routine maintenance at least 10 working days, reactive maintenance at least 48 hrs written notice and urgent maintenance by negotiation only but generally not less the 24 hrs notice required.

Unless prior written advice is obtained no persons under any circumstances are able to access this roof space.

- When the access period has been approved, the CSC must issue an Advance Works Notice one full working day prior as a minimum. The notice must include the instruction for Laboratory Manager's or their representatives to manually switch off all fume cupboards at least 1 hour prior to the nominated access period commencing.
- Access to the roof shall only be gained via a nominated door in the plant room above the Transfer Operations Laboratory, R1-36. This door is fitted with a keyed solenoid door interlock switch on opening will automatically isolate some areas of the buildings electrical power to fume cupboards exhaust systems and associated laboratory bench general power points.
- All other roof doors are locked, but will permit roof egress only should an emergency arise.

5. References

- [Occupational Health Safety and Welfare Regulations 1995](#)
 - 2.13.1 Prevention of Falls
- AS2626 Safety belts and harnesses-Selection, use and maintenance
- Working at Heights, Government of South Australia, SafeWork SA
- Safe Work at Heights: Evaporative Air Conditioning Systems
- UniSA OHSW Contractor Management Procedure
- UniSA Contractors Permit to Work OHSW27