

Contents

1. Purpose	2
2. Scope.....	2
3. Definitions	2
4. Protocol statement.....	2
5. Access, and working in or on a UNSW building roof space.....	2
5.1 Roof space types at UNSW.....	2
5.2 Roof space access.....	3
5.2.1 UNSW researchers.....	3
5.2.2 FM approved inductors.....	3
5.2.3 General independent access user.....	3
5.2.4 Heights safety systems.....	4
5.3 Induction process	Error! Bookmark not defined.
5.4 Induction Records	6
5.5 Health and safety requirements for roof space work.....	6
6. Concerns or hazards	6
7. Roles and responsibilities	6
8. Contacts.....	7

Purpose

This protocol outlines the process for UNSW stakeholders to follow in order to gain independent access to roof spaces (external and internal) at UNSW.

Scope

This protocol is relevant to any UNSW person requiring independent access to the UNSW roof spaces.

Definitions

- **Independent access:** means access where a worker is able to access and work in the hazardous area without being in the presence of the appropriate FM staff member,
- **Restricted area:** refers to any work environment where specialist induction and training and controls are required due to the hazard profile and level of risk in such environments,
- **Roof space:** refers to either internal (i.e. within the roof) or external roof areas.
- **Heights safety systems:** Fall-arrest, anchor points, static lines.

Protocol statement

UNSW building roof spaces are managed through FM in the following ways:

- Roof spaces are considered hazardous and restricted areas,
- Where applicable, building roofs are red flagged on the UNSW Cardax system which means access can only be granted once the conditions set out in the protocol have been met,
- Independent roof space access is restricted to the following personnel only;
 - Contractors,
 - FM staff,
 - UNSW security
 - Emergency services,
 - UNSW persons who have been inducted by FM or an FM authorised person

Access, and working in or on a UNSW building roof space

Roof space types at UNSW

The following types of roof spaces exist at UNSW, the risk rating is primarily based on the risk of falls:

High risk spaces:

- No edge protection on main roof area,
 - May lead on to other levels of roof where access can occur and there is no edge protection,
 - Fall arrest system and HS916 Working at Height Permit required to conduct work less than 2m from an unprotected edge and require the use of fall protection systems
 - Fragile/brittle area(s) on roof.
- **Medium risk spaces**
 - Edge protection in place for main roof area,

- Fall arrest systems and HS916 Working at Height Permit required to access other levels of roof where there is no edge protection or access to ladders with static lines attached on elevated roof levels.
- **Lower risk spaces**
 - Edge protection in place for main roof area,
 - No other areas on roof which are accessible or there are other levels and they have edge protection,
 - Fall arrest systems not required to work near edges or access ladders (within the edge boundary).

Roof space access

UNSW researchers

UNSW researchers may request independent access to a particular roof space for either research purposes, or escorting high priority visitors to roofs with a particular public relations benefit.

FM staff listed in Section 8 are able to perform inductions and approve FM-authorised inductors. In certain cases, FM may authorise other UNSW staff or stakeholders who have been inducted by FM to perform inductions for theirs or other UNSW researchers in their school.

Roofs coming under this protocol currently include Tyree (H6), Samuels (F25), Civil Eng. (H20), CSE (K17), Mech. Eng. (J17) and G17.

FM approved inductors – Level A induction

- Only FM staff can induct and approve an FM approved inductor
- FM approved inductors can only induct access users onto roof spaces
- Only FM approved inductors can escort relevant visitors onto a roof space
- FM approved inductors are registered on FM's internal database as FM-authorised inductors.
- FM authorised inductors must work with research supervisors to ensure rules are being followed by researchers using roof spaces. This includes (not strictly exhaustive);
 - **Induction:** Ensuring all UNSW staff and students requiring independent access to the roof space are formally inducted with the FMHS-RS01 roof space induction form (refer to UNSW Health and Safety website)
 - **Risk management:** Ensure persons they induct onto the roof are familiar with the FM – Roof space risk assessment (FINOPS-FM-RMF-5160) - SafeSys
 - Ensure there a task-specific risk management form for work activities on the roof

Independent access user – Level B induction

- Persons in this category may be inducted by an FM approved inductor for the purpose of research only

- **Are not permitted to let anyone else on a roof who has not been inducted by an FM approved inductor (i.e. visitors, friends or other)**
- Are listed on FM's internal database as a general independent access user

Heights safety systems

Staff and students needing to use UNSW-provided heights safety systems are also required to be formally trained (see section 5.4) and utilise the UNSW Permit to Work ([HS916 Working at Height Permit Template](#)).

UNSW roof induction process

Step 1: Access request:

- Researcher lodges a request to FM or their relevant FM approved inductor

Step 2: Risk assessment:

- A copy of FM roof space RMF(FINOPS-FM-RMF-5160) needs to be provided
- A specific risk management form (RMF, HS017) for the proposed activities on the roof needs to be developed and provided before induction can occur,
- If using building heights safety systems, researchers will need heights competency training before induction can be given– refer to the following website: <http://training.gov.au/Home/Tga>

Step 3: Induction:

1. Walk-through of particular roof space and a review of hazards present as well as essential safety systems for working at heights,
2. Provide details from the roof hazard and risk register as well as use of the FM roof space RMF(FINOPS-FM-RMF-5160) to discuss the hazard profile for a particular roof space where the induction is occurring,
3. Complete the FMHS-RS01: Roof space induction form

Step 4 Access granted:

- Once a stakeholder has satisfactorily completed requirements, they can then be granted access. This occurs by the inductor contacting Security for Cardax access or through Asset Management for a key.

Step 5 Job/task may commence

Induction Records

- Copies of completed FMHS- RS-01: UNSW roof space induction forms will be retained by FM
- For any person inducted by an FM approved inductor, FM requires the signed and completed FMHS- RS-01: UNSW roof space induction form for its records (send to FM HSE coordinator (<http://safety.unsw.edu.au/contacts>) and FAC Admin fmadminsUPPORT@unsw.edu.au)
- Where FM identifies somebody as having Cardax access but no induction form on file, their access will be terminated until further notice.

Health and safety requirements for roof space work

- Roof space work will require stakeholders to follow all requirements set out by UNSW.
- Where applicable, all work must include the following;
 - Risk management controls for work being performed
 - Appropriate competencies for use of UNSW provided safety systems (e.g. working at heights training, use of harnesses, emergency rescue plans etc),
 - The UNSW working at heights permit, [HS916 Working at Height Permit Template](#) or equivalent (where agreed with FM) must be used when using heights systems,
 - Initiate appropriate service shutdowns where applicable,
 - Implement other permit-to-work systems where required (refer to [HS820 Permit To Work Procedure](#)),
 - **If it is determined that a stakeholders is not working in accordance to UNSW Health Safety and Environment requirements, access will be terminated until further notice.**

Concerns or hazards

Where persons identify any concerns with a roof space, they are obligated to report these to FM asset management (either via the CFM or Archibus). Any hazards or incidents need to be logged on the UNSW hazard and incident reporting system (my.unsw.edu.au).

Roles and responsibilities

UNSW - FM (Asset management):

- Roof induction's and inspections,
- General maintenance,
- FM roof space document review,

UNSW Security emergency (x56666):

- Contact emergency services

UNSW – researchers

- Ensure work activities are in accordance with all UNSW and statutory Safety requirements

Contacts

Name	Title	Office
Medicine	CFM	9385 3663
Library/FASS	CFM	9385 3045
Science	CFM	9385 8258
Divisions, tenancies, residential & childcare	CFM	9385 2428
Engineering, ASB & Law	CFM	9385 6894
Retails tenancies & FBE	CFM	9385 4159
Building manager – H6	Manager	9385 6773
FM HSE Coordinator	HSE Coordinator	9385 4731