

Infrastructure HSW Management Sub-System

Roof Inspection Check



Building Details

Building Name: College Hall Main Building Building No: RW017	Date of Inspection: 28/07/2023 Keys required: Plant Room	Inherent Risk <div style="background-color: #00B050; color: white; padding: 5px; display: inline-block; font-weight: bold;">Medium</div>
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Roof Access Details

- Right of Access Permit is only for visual inspection and a different permit is required before commencing any work on the roof.
- Handrails and parapets are not a fall arrest system unless part of a submitted SWMS.
- If using a harness attached to an anchor point/static line all workers must have current Working at Heights training and anchor points/static lines must have been certified in the last 12 months.

College Hall - Main Building has three levels of roof. There is no internal access to any of the three levels of roofs. There is external walkway access to the lowest of the three roofs via the canteen loading dock on the northern side.



Roof levels



Walkways



Handrails



Access stairs



Solar Panels



Fixed ladder

No access to areas without walkways unless a safe system of work is in place to ensure the risk of a fall has been minimised (2012 SA WHS Regulations Part 4), this could include using industrial fall arrest harness attached to the static lines or anchor points if available.

Roof Space

There is internal access to level 2 roof space by central stairwell level 2. Climb stairs to level 3 (clock tower) just before entering door at top of the stairwell, a hatch is on the left side which will give access to second floor ceiling space (north side).

Enter clock tower level 3 and on right hand side is a hatch that enables access to the second-floor ceiling space (south side).

To access level 3 ceiling space use pole with hook to access roof hatch - ladder in roof.



Stairs to level 3



North hatch – level 2



South hatch - level 2



Level 3 - roof hatch

No access to areas without walkways unless a safe system of work is in place to ensure the risk of a fall has been minimised (2012 SA WHS Regulations Part 4), this could include using industrial fall arrest harness attached to the static lines or anchor points if available.

Roof Details

Roof Material: Iron	No. of Roofs on Building: 3
Pitch: Plant Deck Near Flat (<5°), Heritage roof exceeds 45°	Roof Height (m): Approximately 8 metres
Gutter Details: External Gutter X	Fragile Panels / areas: Nil

Warning	This process is uncontrolled when printed. The current version is available on the I&TS Website.	Effective	July 2023	Version:	3.0
Authorised	Director, Capital Projects & Facilities Management Infrastructure Branch Division of University	Review	July 2026	Page: 1 of 3	
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Access: Walkways X Fixed Ladders X	Parapet Details (height, construction): Plant Deck Handrails 1000mm in height
Description of Roof Plant: Solar panel banks 5 Air conditioners 4 Tv Antenna 1	
Other Details: Static line next to solar panels western side.	

RISK ASSESSMENT

	Hazard	Risk Indicator once Controls in place	Control
Hazards	Unprotected roof edges and height of roofs – Fall hazard	Rare x Severe Medium	No access to roof unless under a work permit and a safe system of work for prevention of falls is implemented
	Walking on roof – Slip and fall hazard	Rare x Minor Low	Take care when traversing. Walk and do not run. Wear protective footwear (refer below).
	Weather – Heat, rain, strong winds – Heat exhaustion, dehydration, sunburn, colds, fall hazard	Rare x Moderate Low	Do not commence works in extreme weather conditions which will adversely affect workers. Wear a hat in open sun.
	Working alone	Slight x Major High	A system to ensure lone worker's welfare, needs to be in place.
Other Information	1. The method of access to rooftop shall depend on the specific job task being undertaken and risk assessment completed prior to commencement of work and included in Job Safety Analysis (JSA) or Safe Work Method Statement (SWMS) or Safe Work Procedure (SWP) and Safe Work Instruction (SWI); 2. Access and work on roof top when weather is clear, dry and when winds do not create added risk; 3. Footwear must comply with AS/NZS 2210 and appropriate to job task being undertaken; 4. Sun protection policy and procedure is in place when working outdoors; 5. Ensure that tools are secured on their person or a safe work method for bringing tools to and from the task has been determined prior to commencement of job; and 6. Tools to be restrained to prevent falling.		
Instructions	1. Undertake roof access in accordance with the University of Adelaide Infrastructure Management Sub-System 2. Roof Access Permit to be obtained prior to roof access; 3. Ensure that tools are secured on their person or a safe work method for bringing tools to and from the task has been determined prior to commencement of job; and 4. Do not carry out any tasks within/on an unguarded roof edge or fall hazard, unless a safe system of work is in place to ensure the risk of a fall has been minimised.		

LIKELIHOOD TABLE	
Category	Description
Almost certain	There is an expectation that an event/incident will occur.
Likely	There is an expectation that an event/incident could occur but not certain to occur.
Slight	This expectation lies somewhere in the midpoint between "could" and "improbable"
Unlikely	There is an expectation that an event/incident is doubtful or improbable to occur
Rare	there is no expectation that the event/incident will occur

CONSEQUENCES TABLE	
Category	Description
Severe	Injury resulting in death, permanent incapacity
Major	Injury requiring extensive medical treatment, hospitalisation, or activities could result in a Notifiable occurrence.
Moderate	Injury requires formal medical treatment (hospital outpatient/doctors visit etc), activities could result in an Improvement Notice.
Minor	Injury requires first aid
Negligible	Injury requires minor first aid (e.g. band aid), or result in short term discomfort (e.g. bruise, headache, muscular aches, etc)

RISK RATING					
Likelihood	Consequences				
	Negligible	Minor	Moderate	Major	Severe

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Almost Certain	Medium	High	Very High	Very High	Very High
Likely	Medium	Medium	High	Very High	Very High
Slight	Low	Medium	High	High	Very High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

