




Infrastructure HSW Management Sub-System

4-01F01 Roof Inspection Check

Building Details		
Building Name: Napier (Upper) Building No: NT 33	Date of Inspection: 11/07/2024	Inherent Risk
	Keys required: Roof access & Plant	Medium
Roof Access Details		
Method of Access: Method of access shall depend on the specific job being undertaken via a risk assessment process and a working at heights and/or roof access permit.		
There is internal access from the 9 th floor through room 927. A key is required to access the doorway of stairwell 919A (plant room keys). Enter the roof space to access the roof (roof keys).		
		
RF equipment – roof top	Plant first level	Anchor Points
Roof Details		
Roof Material: Membrane	No. of Roofs on Building: Three (3)	
Pitch: Near flat pitch <15°	Roof Height (m): 11 storeys high	
Gutter Details: Box Gutter <input checked="" type="checkbox"/> Other: Drains and down pipes	Fragile Panels / areas:	
Walkways <input type="checkbox"/> Platforms <input type="checkbox"/> Fixed Ladders <input checked="" type="checkbox"/> - Cooling tower roof Other:	Parapet Details (height, construction): Walkways are protected by guard railing on main flat roof, otherwise unprotected roof edges on main roof. Cooling tower roof has an enclosed work area.	
Description of Roof Plant: Microwave Radio Frequency Aerials (Optus) Cooling tower plant	Number: see other photos page 3 1 1 (array) Various	
Other Details: Anchor points on roof – refer fall equipment system details (page 3 for details).		

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RISK ASSESSMENT

	Hazard	Risk Indicator once Controls in place	Control
Hazards	Walking on roof membrane when it's wet from rain and in cooler months allowing algae to grow on surface – Slip and fall hazard	Low <input checked="" type="checkbox"/> Med <input type="checkbox"/> High <input type="checkbox"/> V.High <input type="checkbox"/>	Assess tasks during cooler months when roof membrane is wet or algae growth is present. Take care when traversing. Walk and do not run. Wear protective footwear (refer below).
	Unprotected roof edges – Fall hazard	Low <input type="checkbox"/> Med <input checked="" type="checkbox"/> High <input type="checkbox"/> V.High <input type="checkbox"/>	Do not carry out any tasks at an unguarded roof edge, unless a safe system of work for prevention of falls is implemented.
	Weather – Heat, rain, strong winds – Heat exhaustion, dehydration, sunburn, colds, fall hazard	Low <input checked="" type="checkbox"/> Med <input type="checkbox"/> High <input type="checkbox"/> V.High <input type="checkbox"/>	Do not commence works in extreme weather conditions which will adversely affect workers.
Other Information	<ol style="list-style-type: none"> 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); Access and work on roof top when weather is clear, dry and no high winds; Footwear must be toe steel capped and comply with AS/NZS 2210 for type 1 safety footwear; Sun protection policy and procedure is in place when working outdoors; Tools to be carried in tool belt; and Plant and equipment must be well maintained and serviced regularly. 		
Instructions	<ol style="list-style-type: none"> Undertake roof access in accordance with the University of Adelaide Infrastructure Management Sub-System Roof Access Permit to be obtained prior to roof access; 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 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		CONSEQUENCES TABLE			
Category	Description	Category	Description		
Almost certain	There is an expectation that an event/incident will occur.	Severe	Injury resulting in death, permanent incapacity		
Likely	There is an expectation that an event/incident could occur but not certain to occur.	Major	Injury requiring extensive medical treatment, hospitalisation, or activities could result in a Notifiable occurrence.		
Slight	This expectation lies somewhere in the midpoint between “could” and “improbable”	Moderate	Injury requires formal medical treatment (hospital outpatient/doctors visit etc), activities could result in an Improvement Notice.		
Unlikely	There is an expectation that an event/incident is doubtful or improbable to occur	Minor	Injury requires first aid		
Rare	there is no expectation that the event/incident will occur	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
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

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Warning	This process is uncontrolled when printed. The current version is available on the I&TS Website.	Effective Date:	July 2024	Version:	3.0
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