

Terminal Roof Access Procedure

1.0 Purpose

This procedure provides a method of accessing the DIA terminal roof safely. All persons that will need to access the terminal roof or will be responsible for persons accessing the roof will need to be trained in the implementation of these procedures.

2.0 Scope

This procedure involves safe access to the DIA terminal roof only. The roof space has been divided into six (6) designated areas:

Area A – Flat roof space Airside

Area B – Sloping roof Landside East and West ends

Area C – Flat roof Landside

Area D – Flat roof East and West ends

Area E – Curved roof centre terminal

Area F – Curved roof Airside centre

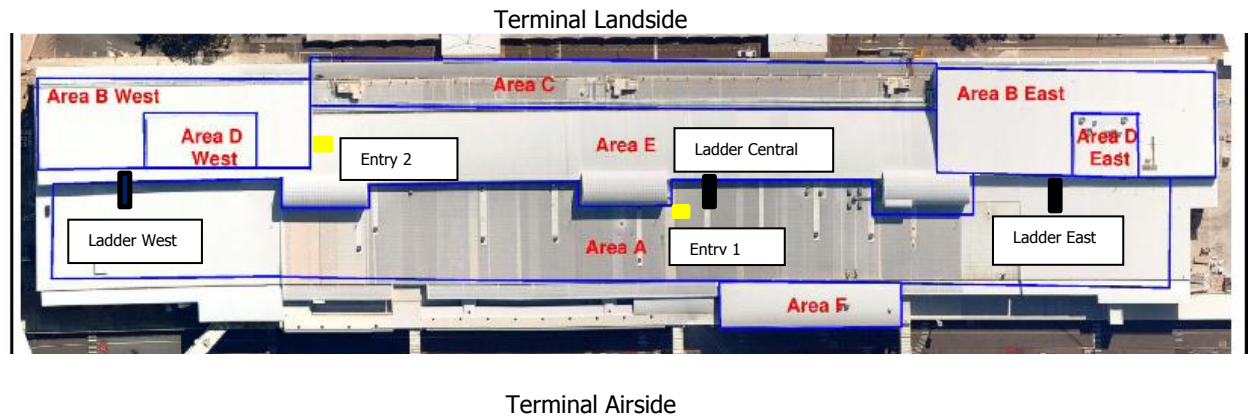


Figure 2.0 – DIA Terminal Roof Plan

3.0 Airport Requirements

- No smoking on roof
- All persons accessing the DIA terminal roof must report through DIA Responsible person
- No building works to be done on the roof without an approved PERCOW, permits or Exemption as required
- No rubbish, swarf or waste building materials to be left on site – DIA Responsible person is to ensure this is done
- No building materials to be left on roof overnight without approval and verification of tie down methods by DIA Responsible person
- All workers must comply with this procedure
- Must walk on designated walkways at all times
- If there is a 5NM storm warning in place no access is permitted on the roof

4.0 Definitions

DIA Responsible person

A person that has the authority to approve work on the DIA Terminal Roof. This person is also responsible for ensuring that persons accessing the roof have a valid reason, have conducted a risk assessment including the relevant provisions of this procedure and have the appropriate security passes. The DIA Responsible person is also responsible for conducting a visual inspection of the area after the persons have concluded their work activities to ensure it is clean and tidy.

PERCOW

A Permit to Commence Work on NTA property. This permit is required on any new building work undertaken on NT Airports land.

Task based risk assessments (TBRA)

May include Job Safety Analysis (JSA), Safe Work Method Statement (SWMS) or similar and will consist of a document that sets out the work activities in a logical sequence and identifies hazards and describes control measures.

5.0 Roles and responsibilities

Project / Maintenance Managers, Coordinators and Supervisors

Must ensure all staff, contractors or visitors under their control understand their roles relating to compliance with this procedure and carry out their duties in accordance with the same.

Access Approvers

Must be a DIA Responsible person and ensure task based risk assessments (TBRA) have been completed and identified controls implemented and the conditions of the roof access are understood and complied with.

WHS Advisor

Developed these procedures and ensures that procedure is adhered to and systems are audited annually or other period as may be required.

6.0 Training

All staff involved in supervising or conducting work on the DIA terminal roof must be trained in the application of this procedure.

7.0 Working on Roof Procedure

This section outlines in broad terms what the safe roof access process involves.

7.1 Applying to access roof

The person or member of the group requiring access to the roof, preferably the work supervisor, shall apply to access the DIA terminal roof. This shall be done through the DIA Responsible person. The person applying for access must have a bonafide reason for accessing the roof and must have an ASIC pass or a VIC pass and be accompanied at all times by a sponsoring ASIC pass holder.

7.2 Identifying area of roof being accessed

The person applying for access to the roof must identify exactly what area of the roof they need to access as outlined in Section 2 of this procedure.

7.3 Approving Access

The DIA Responsible person shall:

- check that the work does not conflict with other work being undertaken or building tenants and consult with affected personnel as need be;
- conduct a check to ensure all aspects of the work have been considered and all conditions of their TBRA have been implemented including Emergency Preparedness.
- ensure the Applicant understands all requirements of this procedure;
- check the accessed area prior to the person leaving.

7.4 Accessing or Working on roof

Generally the DIA roof can be accessed without the need for wearing a harness or lanyard when the activity can be done from designated walkways.

All persons accessing roof to conduct work **MUST** sign the Register (refer Appendix A) located at the Terminal Control Centre. This Register must include date and time, persons name & position, name of company, name of DIA responsible person and a brief description of work to be done.

The following section highlights what must be done to access each designated area of the roof:

7.4.1 Area A – Flat roof space Airside

Access to this part of the roof is via Entry 1 in the Central Plant Room. This area can be accessed without a harness or lanyard while working on a designated walkway. The works must be undertaken in accordance with Section 3.0 of this procedure and be under the control of a DIA Responsible person.

Any works conducted within 3 metres of the exposed edge on the East or West ends must not be done without an approved safe work method statement approved by the WHS Advisor or delegate.

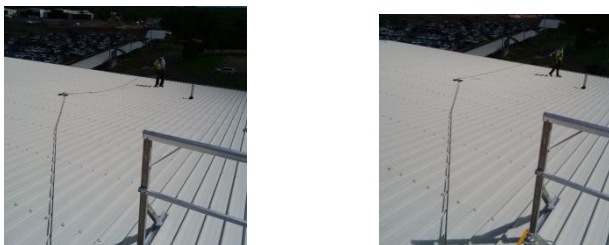


Photo 7.4.1 - shows walkway in Area A at west end.

7.4.2 Area B – Sloping roof Landside East and West ends

Access to this part of the roof is via Entry 1 in the Central Plant Room. No work is to be conducted on this area of the roof without a safe work method statement approved by the WHS Advisor or delegate.

In general terms no work can be conducted in this area without being attached to a fixed anchor point with a harness and lanyard of a size that will ensure the person can never fall off an exposed roof edge.



Photos 7.4.2 - shows typical belaying to edge of roof.

7.4.3 Area C – Flat roof Landside

Access to this part of the roof is via Entry 2. These areas will have designated walkways and handrails where work can be conducted. No person is permitted to work outside designated walkways at any time without an approved safe work method statement approved by the WHS Advisor or delegate.

7.4.4 Area D – Flat roof East and West ends

Access to this part of the roof is via Entry 1 and then up the east or west ladder. These areas will have designated walkways and handrails and no person is permitted outside designated walkways at any time without an approved safe work method statement approved by the WHS Advisor or delegate.



Photos 7.4.4 - shows west end ladder to Area D & Walkway to Area D West

7.4.5 Area E – Curved roof centre terminal

Access to this part of the roof is via Entry 1. This area of the roof is strictly prohibited to all personnel without an approved safe work method statement approved by the WHS Advisor or delegate. This will include competency of workers including abseiling skill sets approved gear and other strict protocols.

7.4.6 Area F – Curved roof Airside centre

Access to this part of the roof is via Entry 1. Access and work on this area can only be done on the designated walkway and handrail system. Work outside these areas will require an approved safe work method statement approved by the WHS Advisor or delegate.



Photo 7.4.6 - Area F access

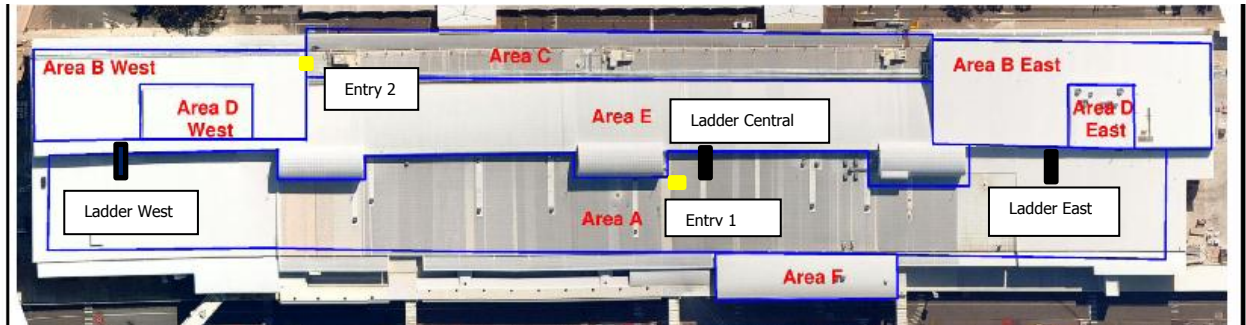
Entry 1 – is accessed by electronic key through the central plant room door. To access this plant room workers must present through the central screening point on the ground floor then using a swipe card through the LAGS area. Workers accessing this area should be accompanied by their DIA Responsible person and / or have a valid ASIC.

Entry 2 – is located at the front of the terminal at the west end through a swipe access, then take the stairs to the first floor, then access the roof through a door requiring an electronic key.

7.5 Leaving roof

The DIA responsible person should sign off the register verifying that the works has been completed to the quality standards required and the area inspected to ensure no rubbish or building materials has been left on the roof.

Appendix A - DIA Terminal Roof Access Register



Date	Time on	Area of Roof	Person Accessing, Company and phone	DIA Responsible Person	Work Activity	Time off	DIA sign