

# Terminal Roof Access Procedures

## 1.0 Purpose

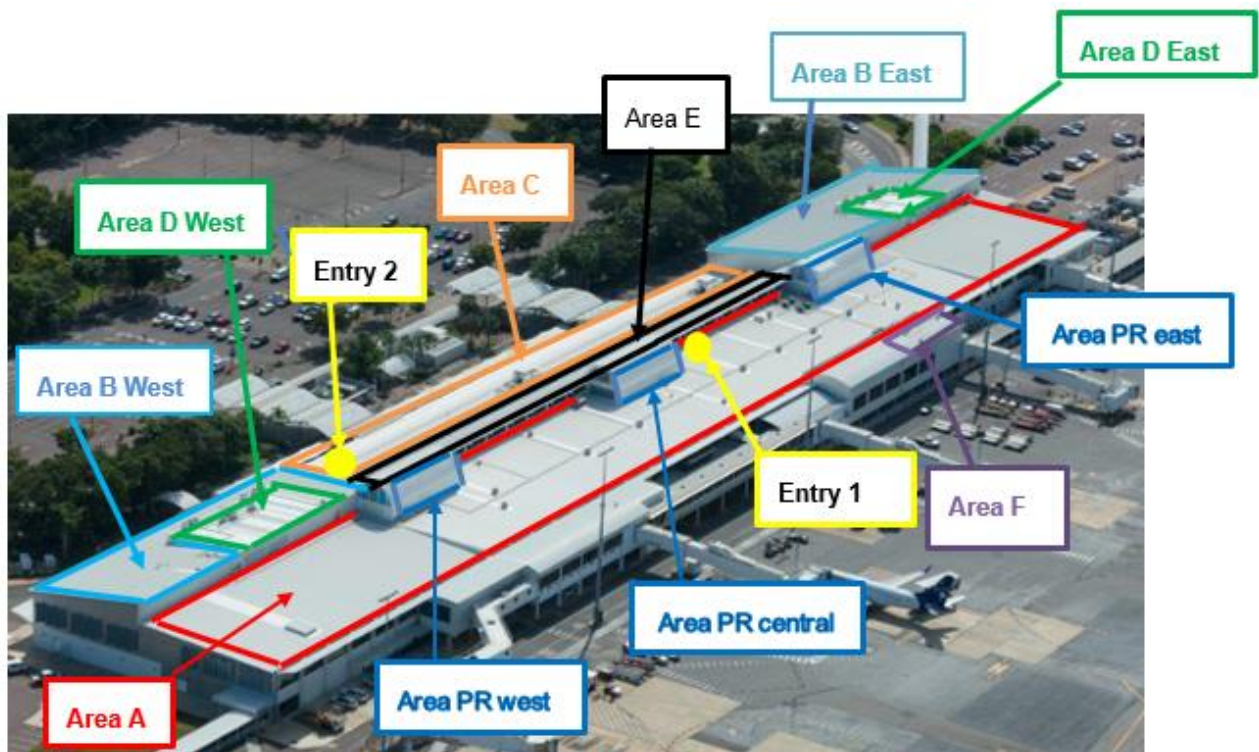
This procedure provides a method of accessing the DIA terminal roof safely. All persons that will need to access the terminal roof or will be responsible for persons accessing the roof will need to be trained in the implementation of these procedures.

## 2.0 Scope

This procedure involves safe access to the DIA terminal roof only. The roof space has been divided into seven (7) designated areas as identified below:

- 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
- Area PR – Plant Room roof West, Centre & East

**(Note: Area PR are restricted access Radiation Hazard Areas)**



**Fig 2.0 – DIA Terminal Roof**

### 3.0 Definitions

**DIA Authorised Person** – is 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 Authorised 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 and that the works has been completed to the appropriate standard.

**PERCOW** – is 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 relating to work on this roof.

### 4.0 Airport Requirements

- All persons accessing or working on the terminal roof must have completed the Terminal Roof Access Induction & have fully read & understood these procedures,
- Before working on the roof all persons must have the following:
  - Hat & sunscreen
  - High Viz
  - Sunglasses – anti glare
  - Sturdy covered footwear
  - Adequate supply of cool drinking water
- No smoking on roof,
- All persons accessing the DIA terminal roof must report through DIA Authorised Person,
- No building works to be done on the roof without an approved PERCOW, permits or exemptions as required,
- No rubbish, swarf or waste building materials to be left on site – DIA Authorised 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 Authorised Person,
- All workers must comply with this procedure,
- Must walk and work on designated walkways & platforms at all times. Work outside these areas must be approved by a DIA Authorised Person & be documented using a task-based risk assessment (TBRA) and approved by the DIA Health & Safety Manager,
- If there is a 5NM storm warning in place no access is permitted on the roof. The DIA Authorised person must ensure workers under their control are made aware of a 5NM storm warning being in place,
- When working outside designated walkways and platforms under an approved TBRA, workers must be accompanied by another worker (ie; must not be working alone),
- Persons must not access the roof at night as there is no lighting provided. Night work can only be done when approved in writing by the DIA Health & Safety Manager or approved delegate.

## 5.0 Roles and responsibilities

### 5.1 Project / Maintenance Managers, Coordinators & Supervisors

Project / Maintenance Managers, Coordinators and supervisors will often be the DIA Authorised person for people accessing the DIA terminal roof. They 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.

### 5.2 Access Approvers

Must be a DIA Authorised 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.

### 5.3 DIA Health & Safety Manager

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

### 5.4 Airport Duty Manager (ADM) / DIA Security staff

ADM's and DIA security staff can issue key access for personnel accessing the DIA terminal roof. They will not issue key access unless personnel have completed the DIA terminal roof access induction and have confirmed who their DIA Authorised person is.

## 6.0 Training

All staff involved in supervising or conducting work on the DIA terminal roof must be inducted 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 Authorised Person. The person applying for access must have a bona fide 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 Authorised 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 the DIA terminal roof to conduct work **MUST** have been inducted in these procedures and have a DIA Authorised person approval to conduct works on the roof. Electronic key access will only be granted to approved and inducted persons.

The following section highlights what must be done to access each designated area of the roof. Work on any other areas not designated in this section or without walkways is strictly prohibited unless approved by the DIA Health & Safety Manager or delegated authority and this will include an approved TBRA.

### 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 4.0 of this procedure and be under the control of a DIA Authorised Person.

Any works conducted within 3 metres of the exposed edge on the East or West ends must not be done without an approved TBRA approved by the DIA Health & Safety Manager or approved delegate.



**Photo 7.4.1** - Area A walkway

### 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 DIA Health & Safety Manager or approved 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. Only fall restraint methods will be approved for work in this area.



**Photo 7.4.2** – Area B west - showing 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 which can be accessed through the Wirraway offices. These areas 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 TBRA approved by the DIA Health & Safety Manager or approved delegate.



**Photo 7.4.3** – Flat roof landside

### ***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 have designated walkways and handrails and no person is permitted outside designated walkways at any time without an approved TBRA by the DIA Health & Safety Manager or approved delegate. When working on fixed plant in this area must be attached to approved fixing point with a lanyard that will ensure fall restraint is achieved (ie; cannot reach any live edges in any configuration).



**Photos 7.4.4** - west end ladder from Area A 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 DIA Health & Safety Manager. This will include competency of workers including abseiling skill sets, approved gear and other strict protocols.



**Photo 7.4.5** – Area E roof

#### ***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 a TBRA approved by the DIA Health & Safety Manager or delegate.



**Photo 7.4.6** - Area F access

#### ***7.4.7 Area PR – Roof area over Plant Rooms – East, Centre & West***

This is radiation hazard area and only authorised personnel should access and work on this platform. 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 DIA Health & Safety Manager.



**Photo 7.4.7** – Area PR – Plant Room Roof access

#### ***7.4.8 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 must have a valid ASIC or be accompanied by their DIA Authorised Person.

#### ***7.4.9 Entry 2***

Is located via the west end of the terminal through the Wirraway Business Centre on the first floor (photo 7.4.9 (i) refers). There is a door to the right of the Board room down the hallway and then access the roof through a door (photo 7.4.9 (ii) refers) requiring an electronic key.

**CAUTION:** Both accesses have low headroom doorways just prior to accessing roof and care must be taken in these areas, particularly when returning from outside to inside.



**Photo 7.4.9 (i)** – Access door Wirraway



**Photo 7.4.9 (ii)** – Access door to roof

## 7.5 Leaving roof / returning the e-key

When persons leave the roof area for the working day they should return the e-key to the key locker in the Terminal Control Centre office or the after hours chute. They must advise their DIA Authorised Person that they have completed their work and that they have left the roof. The DIA Authorised person can then verify that the works have been completed to the quality standards required and the area inspected to ensure no rubbish or building materials have been left on the roof.



**Photo 7.5** - Key Locker & After Hours return chute located in Terminal Control Centre