CIS ACCESS PERMIT PROCEDURE

This Access Procedure covers Non-habitable spaces such as Plantrooms, Roofs and Internal Roof Spaces, Electrical Switch Rooms and Lifts, Scaffold Erection and Construction Site Access – hereafter called controlled area.

1 PURPOSE
The purpose of this procedure is to establish the process for safely accessing University space on Sydney University Campus(es) – under the control of Campus Infrastructure Services (CIS).

1 (a) The following are 5 Access Area Permit Form Types and these are located at the back of this procedure. Each one is assessed & approved by a different CIS Authorised Officer or Delegate and the relevant application Form type must be submitted to that Officer:

Form A: Plantrooms Access Permit – For Plantrooms, Pressure Equipment, Boilers, Gas applications and/or other non – habitable spaces such as confined spaces.
Assessed & approved by the Mechanical Department Authorised Officer or Delegate

Form B: Roof Access Permit – For Roof Work, Telcos and SUFC TV Broadcasters.
Assessed & approved by the Roofing Department Authorised Officer or Delegate

Form C: Electrical Switch Room and Lifts Access Permit – For Switch Room Access and Lifts Access
Assessed & approved by the Electrical Department Authorised Officer or Delegate

Form D: Scaffold Erection Access Permit – For Scaffold Erection
Assessed & approved by the Building Department Authorised Officer or Delegate

Form E: Building or Construction Site Access Permit – For Building or Construction Works
Assessed & approved by the Building Department Authorised Officer or Delegate or Capital Development Authorised Officer or Delegate

1 (b) Applicants are to fill out the fields on the particular Form – Permit Form A, B, C, D or E and send the completed Form to the relevant CIS Authorised Officer 48 hours prior to access being required.

CIS Staff and CIS Contractors are advised that Access to Faculty Controlled Sensitive Areas may require CIS Staff and Contractors to seek access and induction assistance from appropriate Faculty staff Representatives in terms of CIS extant instructions.

1 (c) Applicants requiring access cards and/or keys, are to fill out the following forms:

1 (c)(i) No. 1 Security Services Form: REQUEST FOR AUTHORISED SIGNATORIES:
; and

1 (c) (ii) No. 2 Security Services Form: UNIVERSITY STAFF REQUEST FOR ACCESS FORM

If the applicant is a Non-CIS Staff (University Staff and Affiliates) – the applicant(s) will require an authorisation letter from Head of Department or CIS Controlling Officer with individual applicant(s) signatures on that letter / form - to be lodged together with the relevant CIS Access Permit Form. These will enable the Applicant(s) to apply for key/card access for specific areas through Security after the access application process has been completed.
1 (d) General Access Induction Regime: All Authorised Officers:

All CIS Authorised Officers shall provide all CIS Contractors with the CIS Construction Work Contractor/Sub-contractor OHS Site Induction Template and the control sheets and forms at the back must be filled out by CIS Controlling Officers and Construction Site Supervisors and these documents signed-off and filed to the construction project contract file.

The CIS OHS Procedures Manual incorporates a master index of all CIS OHS Procedures (including the Induction Template referred to) and is located under Documents and Forms on the CIS Web: http://www.facilities.usyd.edu.au/

1 (e) Site Specific SWMS/JSA Required by CIS Works Contractor Applicant – Refer to Permit Form A, B, C, D, or E contained herein.

Use of risk assessment tool template which includes a check list of minimum controls stated in the above mentioned Permit Forms A – E is to be included in the contractor's site or Task-specific SWMS/JSA. Emergency procedures must be defined. Consider practicality and fast response.

1 (f) Sydney University Football Club (SUFC) and TV Broadcasters – Refer to 7(d) Permit Form B.

Note: the permit is relevant to the people mentioned on the Application Form only.

2. SCOPE & LIMITATIONS

Any person that accesses a controlled area as defined under Scope and Limitations, must at all times comply with the requirements of CIS Access Permit Procedure.

The scope of this Access Permit Procedure covers all CIS controlled areas including those in Sydney University Sport and Fitness buildings, University of Sydney Union buildings; University managed leased properties and other university structures. This Access Permit Procedure aims to ensure the safety of persons when accessing and working in controlled areas. This procedure takes into consideration:

- All areas which have controlled access,
- CIS Risk and Roof Register,
- situations or events that may give rise to falls,
- Sydney University personnel, students and public,
- work processes, activities, functions, projects and tasks,
- the workplace, assets, materials, pressure equipment, boilers, plant and equipment,
- operations, fabrication, installation, commissioning and maintenance,
- procurement, services, contractors, Telco's and suppliers, and
- inspection, maintenance, testing, repair and replacement of structures, roofs, plant and equipment.

3. DOCUMENTATION

This procedure has been developed with reference to the University of Sydney, Campus Infrastructure Services (GIS) Health and Safety Management System with links to the following documents:
4 RESPONSIBILITIES

4.1 Legislation

The legal aspects and requirements for this procedure is imposed by the *Occupational Health and Safety Act 2000 – Part 2 Division 1 Section 8 (Duties of employers)* and *Section 10 Duties of Controllers of Work Premises, Plant or Substances* and the *Occupational Health and Safety Regulation 2001 Chapter 4 Part 4.3 Division 6 Working at Heights and Chapter 5, Plant;*

4.2 Campus Infrastructure Services (CIS)

CIS, as far as is reasonably practicable, is responsible for:

1. ensuring senior management is aware of, committed to and supports the Access Permit Procedure,
2. establishing accountability and authorities for the management of this procedure, especially that of CIS “Authorised Officers”
3. ensuring this Access Permit Procedure is, communicated, implemented, maintained and reviewed,
4. for the carrying out of induction training and the formulation of Task-specific SWMS’s,
5. ensuring relevant persons are consulted in the development, implementation and review of the Access Permit Procedure,
6. ensuring the safety of persons when accessing controlled areas,
7. ensuring the design, engineering, administrative and personal protective controls (known as the hierarchy of controls) have been considered as part of the formulation of the SWMS,
8. ensuring access keys are only issued on a needs basis and issuance is on a rigorous basis with formal records maintained,
9. ensuring that any persons at or near a workplace under CIS control are not exposed to risk arising from works in controlled areas, and
10. ensuring that all contractors and/or university academic staff have developed Task-specific SWMS(s) while accessing controlled areas.

4.3 Contractors (including Maintenance, Services, Engineering Services, Consultants, Architects, Construction contractors, including (ICT) University Communications staff and Telco’s)

Contractors must:

1. ensure an Access Permit Form - Form A, B, C, D or E (document USYD_CIS_OHS_S_P_P01.doc) is completed and authorised prior to accessing a controlled area,
2. provide safe systems of work to CIS, such as a Task-specific Safe Work Method Statement (SWMS), relevant to their works and prior to accessing a controlled area,
3. where practicable, not working on the roof or other controlled space alone and/or ensuring effective communications,
4. be provided with induction training and SWMS and other safety material including walkthroughs before accessing controlled areas,
5. conduct inspections of their works to ensure compliance with SWMS. Such reviews shall be made available to a CIS Authorised Officer or Delegate,
6. provide Maintenance Manuals on completion of the works that include certification and ongoing maintenance requirements/plans, and
7. report all accidents and incidents within 24 hours to their respective CIS Authorised Officer.

4.4 CIS Authorised Officer

A CIS Authorised Officer is, as far as is reasonably practicable, responsible for:
1. providing the applicant with CIS Access Permit Procedure (document USYD_CIS_OHS_S_P_P01.doc) in relation to the application, seeing that the application is complete and reviewed against CIS required minimum controls (Form A, B, C, D and E),
2. providing the applicant a Roof Survey Mapping and Drawing (where developed),
3. making the applicant aware of any deficiencies in their application and the required corrective actions,
4. making CIS aware of any major deficiencies in the applicant’s submissions for working in controlled areas,
5. ensuring the Access Permit Form is authorised prior to an applicant accessing a controlled area, and
6. periodically reviewing the applicant’s works to ensure the provision of safe systems of work.

4.5 Employees

Employees are responsible for:
1. undertaking CIS Task-specific induction training related to working in controlled areas, not creating a risk to their health and safety or other persons at work while accessing controlled areas,
2. undertaking induction training in OHS general construction induction training (White Card), as provided by a RTO,
3. complying with this procedure and any hazard identification and risk management control measure (SWMS) and legitimate instruction and/or supervised access aimed at providing a safe work place,
4. using and maintaining safety access systems and personnel protective equipment as required,
5. not working within 3 metres of the edge of a roof unless the necessary fall protection devices are engaged,
6. and
7. reporting all accidents and incidents within 24 hours to their respective CIS Authorised Officer.

4.6 Designers

Designers are responsible for:
1. the minimisation of risk to workers by considering and planning for safety in design including but not limited to:
   - door accesses onto roofs,
   - caged ladders,
   - perimeter balustrades including balustrades around plant and walkways,
   - anchor points for life line attachments, including methods to ensure workers do not work within 3 metres of the edge of a building unless safeguarded,
   - raised platforms for mechanical plant (minimum 600mm) as to enable roof fabric replacement,


Login: asbestos Pwd: cisasbestos
ftp://cisohs@ftp.facilities.usyd.edu.au/ ohs procedures manual index has all procedures documents hyperlinked for access
Login: cisohs Pwd: cisohs
ftp://dg@ftp.facilities.usyd.edu.au/ CIS design guidelines current
Login: dg Pwd: cpsdg

5. PROCEDURE

For the purpose of the procedure the Access Permit Procedure is an integral part of good management safety practices that shall be applied to CIS managed structures, buildings and construction sites. The procedure for Access Permit Procedure is used to manage the risks involved by:

- identifying likely risk factors while accessing plantrooms, roofs, electrical switch rooms, scaffold sites and construction/building sites;
- assessing particular risk factors when working in the above mentioned areas, and
- implementing at least minimum control measures to eliminate or reduce the risk of fall injuries and/or exposure to hazardous substances from fume cupboards, cooling towers, communications equipment, overhead wires and moving plant or pedestrians.
- Giving a specific SWMS to Academic Staff or obtaining a specific SWMS from a Works Contractor for the specific job/purpose dealing with all areas mentioned above, before access is granted.

5.1 CIS Authorised Officer

For the purpose of this procedure, a CIS Authorised Officer means a University appointed person with the relevant trade qualifications, industry experience and knowledge of the University’s roofs and other controlled areas, as mentioned above, and by way of delegation given the authority to approve an Access Permit Form. While the appointed person issues the Access Permit, CIS accepts overall responsibility for the management of the Access Permit Procedure. The Authorised Officers are Contract Administration Managers or Delegate for – Mechanical, Roofing, Electrical or Building and/or Construction (Capital Development) specialty departments.

5.2 Roof Access

1. The applicant must complete and submit an Access Permit Form – Form B (document USYD_CIS_OHS_S_P_P01.doc) to the CIS Authorised Officer (Contract Administration Manager or Delegate – Roofing and Plumbing) 48 hours prior to accessing the nominated University roof. The Access Permit Form (Form B as attached) must detail all the required fields on the form.

2. The Authorised Officer shall review the application and discuss the proposed roof access with the requesting party and either:
   a) Authorise “Supervised Access Only”; or
   b) Authorise “Unsupervised Access” by completing all relevant sections of the Form B.

3. Roof access for Telecommunications providers shall be in accordance with this procedure. The CIS Authorised Officers or Delegate shall advise Telecommunications providers’ seeking access that CIS fees are applicable.

4. To gain access to any roof in cases of emergency and after-hours access, (refer to Emergency and After-Hours Access 5.5 below.)
5.3 Ongoing Access to Roofs

**Roof Maintenance Contractors** shall be issued with ongoing access to all relevant roofs following compliance with Roof Access Permit Form and any additional CIS requirements.

**Relevant CIS Staff and Term Maintenance Contractors** (eg. mechanical, electrical roofing/plumbing, essential services and building) shall be issued with broad and ongoing access to roofs and associated plant, provided that designated access walkways, platforms and barricades are provided, and the staff/contractors have completed CIS Construction Work Contractor/Sub-contractor OHS Campus Induction Template and are deemed competent by CIS. Access to all controlled areas requires an Access Permit Form (document USYD_CIS_OHS_S_P_P01.doc).

**Principal Construction Contractors** who take control of a designated area for the purpose of a major project will be provided with relevant roof safety information prior to and during hand-over of the site, and will be required by contract to develop and implement a Site OHS Management Plan for the project. This will be managed by CIS appointed Project Manager.

5.4 Access to Plantrooms, Roofs and Non-Habitable Spaces, Construction Sites and Faculty Or Corporate Controlled Equipment In Buildings

5.4.1 Introduction

Campus Infrastructure Services, Asset Management and Services Group, is the custodian of all such spaces and areas due to its roles in infrastructure maintenance, capital works and security.

The Departmental/Divisional Director of CIS has the responsibility for ensuring keys are only issued on a needs basis and issuance is on a rigorous basis with formal records maintained.

On termination of contract, keys issued to staff or contractors must be handed in to Security and the key issuance register marked up accordingly.

5.4.2 Induction and Training

Staff who require access to controlled areas are required to undertake OHS General Construction Induction Training (White Card) and CIS OHS Site Induction Training (Workplace Activity) and a Task-specific Induction Training before the issuance of keys and before accessing any site. The White Card Induction Training shall be arranged by CIS Safety Officer in conjunction with an External RTO and other training shall be given by CIS Authorised Officer or Delegate on a case by case basis through informal training.

5.4.3 Approval Of Access For Other University, Non CIS Staff

Recognising that, on occasions, University building users and Corporate Services Providers / Managers, such as ICT, ICM Properties Department, Sydney Uni Sport and Fitness and University of Sydney Union, have functional plant installed in plant rooms or leased space on roof scapes, provision needs to be made for access.

Such access is to be approved by the CIS Quality Control and Safety following written representation identifying the need, the plant involved and personnel requiring access. Either an appropriate key or access card or both will be issued for term period – normally to end of calendar year.

(a) In the case of Telcos, Telcos need to apply for site access to the CIS Authorised Officer Plumbing and Roofing and must submit an Access Permit Form (document USYD_CIS_OHS_S_P_P01 – Form B CIS Roof Access Permit Form.doc).

(b) In the case of Sydney Uni Sport and Fitness requiring access for Television Broadcasters, Manager Sydney Uni Sport and Fitness is to submit an Access Permit Form annually (document USYD_CIS_OHS_S_P_P01 – Form B CIS Roof Access Permit Form.doc). After hours access and parking provisions are to be arranged for every event through Security Patrol Manager and Traffic Patrol Facilitator.
5.4.4 Access By Non University Staff
Keys may be issued to contractors on a needs basis on the authorisation of the CIS Departmental or Divisional Director.

These are to be signed for by the Contractor’s Site Representative and the relevant CIS Project Person. The Project person is responsible for ensuring the contractor acknowledges the key will be retained under the direct control of the person signing for it.

5.4.5 Access For Design And Management Activities
CIS staff, who require access for design and or management purposes, are required to arrange access through their Divisional Director and by filing out an Access Permit Form and presenting that to a CIS Authorised Officer or Delegate.

5.4.6 Access During Major Construction Works
For significant works upgrade contracts, consideration is to be given to installing construction keying for the duration of the contract. CIS Capital Development Project Managers are to arrange for this with the Security Systems Office.

5.4.7 Key And Card Access Management
Key/Card Access Management is the responsibility of CIS Security Services. This includes:
- Establishment, with advice from other CIS staff, of the keying hierarchy and spaces requiring keying;
- Establishing and managing the key register;
- Cutting and issuance of keys as required;
- This operational arrangement is to be reviewed on an annual basis in conjunction with other CIS staff; and
- A “Key Issuance/Card Access” register will be maintained by CIS Security Systems.
- If an issued key or card is lost or stolen, it must be reported to Security Services immediately and charges may be applicable for any re-keying required and for the re-issue of a replacement card.
- Prior to obtaining an access card/key, the applicant needs to submit an Access Permit Form found at the back of this Procedure;
- A CIS Authorised Officer will provide a Task-specific SWMS for University Academic Staff applicant(s) at no cost to the applicant.

5.4.8 Signage Management
Identification of the need for signage is the responsibility of CIS. CIS signage responsibility is facilitated by the CIS Safety Officer who may also be consulted for advice.

5.4.9 Emergency Access To Buildings And Departmental Space
CIS Maintenance personnel will have access to building front doors and access to all essential services areas. Where these services are located within departmental space, Security will assist them with access.

During normal working hours, such access will be requested with the assistance of Faculty staff. Some high risk facilities/buildings, known as university sensitive areas, already require CIS staff to report to faculty reception desks or other Authorised Faculty Representatives at least 48hrs before carrying out duties. Note that Faculty Representatives may not always be readily available, so maintenance visits need to be planned in advance.

5. 5 Emergency & After-hours Access
Emergency roof repairs shall be carried out by the University’s term contractor for the Corrective Roof Maintenance of the relevant roof. The Corrective Roof Maintenance Contractor will have ongoing access to required roofs.

Other emergency/after-hours work, such as for Telecommunication Carrier’s requiring roof
access, access must be supervised by the Corrective Roof Maintenance Contractor after approval is provided; ie access is authorised, by the University On-call Officer, and appropriate charges are applicable.

For emergency only (9351 3333) or after-hours access (9351 3487):

- Person reporting the problem/need to contact Security.
- Security contacts the CIS on-call staff.
- CIS on-call staff contacts the relevant Corrective Roof Maintenance Contractor and/or other trades maintenance services staff as required.

5.6 Hazard Identification and Risk Management – Work on Roofs

The key main elements of this procedure is:

- implementing safe design standards for new roofs,
- conducting roofing surveys for existing roofs including access ways to and from roofs,
- developing roofing plans (Roof Register), SWMS and permits to work,
- mapping the risks and controls into roofing plans, SWMS and permits to work,
- coordinating key access systems,
- engaging competent personnel and contractors,
- providing instruction, training, consultation and supervision,
- providing roof safety controls such as guard rails, walkways, ladders, harnesses, lifelines, signage, barriers, height lift equipment, height training, and

5.7 Hazard Identification and Risk Management - Hazard and Risk Considerations

The identification of hazards and risks is assisted by referring to the Access Permit Forms – Form A, B, C, D or E and should consider:

- the complexity of tasks undertaken,
- the nature and type of hazards,
- the potential degree of the hazards and risks,
- tools, pressure vessels, boilers, plant, equipment, materials and substances used,
- materials used in the construction of roofs,
- roof details such as structural soundness, pitch, height and material location and environmental conditions,
- legislative requirements,
- the number of persons engaged to conduct the task
- the exposure time of persons engaged, and
- competencies of persons engaged.

The identification of hazard and risk may also be supplemented by analysing work practices, consultation with employees and/or direct observation of the working task.

5.8 Risk Assessment/Analysis

Risk assessment/analysis requires continual and systematic application for it to be successful. Risk assessment/analysis must consider the sources of risk, their positive and negative impacts and the likelihood and consequences should they occur. Risk assessment/analysis require:

- considering the likelihood and consequence of the risks,
- exposure of person,
- probability of risk becoming actual,
- frequency of the risks, and
5.9 Hazard and Risk Controls – Treatment of Risks

Hazard and risk controls may involve a range of treatments and options. These may include the hierarchy of controls such as:

1. **Design/ Elimination**
   Includes but is not limited to avoiding the risk by not starting or continuing the activity; designing low maintenance roofs, removing gutters, modifying the access, layout, material flow to eliminate or reduce the risk; providing permanent guard rails or edge protection; the provision of suitably located temporary and permanent anchorage points; using lift equipment rather than working on the roof, and/or

2. **Substitution / Isolation**
   Examples include but are not limited to replacement of older plant for newer plant; work platforms; stairs; ramps over single ladders; construction or installation of materials on the ground instead of above ground; eliminating the need to access the fall risk area such by installing air conditioning units in the centre of a roof; providing an alternative means of access such as a safe walkway; barricading or enclosing the fall risk area with edge protection; installing handrails and covering floor penetrations; and/or

3. **Engineering**
   Examples include but are not limited to, crawl boards, providing engineering process such as fall arrest systems as life lines and anchor points; key access permits, edge protection; local catch platforms; scaffolding; safety nets or mesh; penetration covers and manhole hatches; rope access systems; lift equipment; enclosed ladders; installing fixed ladder or tower systems, elevated work platforms; purlin trolleys; walkway systems, ladders and maintenance of plant; and/or

4. **Administration**
   Examples include but are not limited to, key access permit, where applicable not working alone, managing the task by training; signage, communication systems, training in the use of plant, tools, systems and procedures; consultation between the relevant parties, drop zones; reduction of exposure time; monitoring, job rotation, limiting entry to risk areas; sign posting; barricades; monitoring; outsourcing to qualified persons; reducing periods of exposure; housekeeping; auditing and inspections and/or

5. **Personal Protective Equipment**
   Examples include but are not limited to, harnesses, head protection; hearing protection; eye protection and appropriate footwear and the application of barrier creams.

For a control to be successful, it may require a combination of the above methods. The controls should be developed into a safety plan or a SWMS that should outline:

- the work being undertaken
- the risk involved
- the degree of risk
- the proposed controls,
- persons responsible,
- resources required,
- timing/duration,
- inspection/auditor requirements, and
- performance measures and reporting.

6. **TRAINING AND EDUCATION**

CIS employees and contractors accessing controlled areas/sites shall receive training relevant to the task and as determined by the CIS Authorised Officer concerned. Personnel shall receive training to ensure:
• an understanding of the controlled area safe work systems including any SWMS and the process for risk management and control,
• understanding of the main risks and hazards while working in controlled areas,
• ability to conduct hazard identification and risk management for working in controlled areas,
• the correct use, care, storage and maintenance of fall arrest equipment used in working in controlled areas and
• the correct use, care, storage and maintenance of personnel protective equipment used in controlled areas.

7. RISK REVIEW

CIS shall review SWMS to determine if the risk has been eliminated or reduced to an acceptable level. If the risk has not been eliminated or reduced, other control measures will need to be investigated and documented by the originator of the SWMS.

7.1 Hazard/Risk Monitoring

CIS may conduct monitoring of the works to ensure the management of the SWMS and identified risks and hazards. CIS representative such as the Authorised Officer or Delegate or Safety Officer/Quality Assurance Coordinator shall conduct such reviews. The reviews shall consider any related documentation associated with the works such as SWMS. The CIS representative shall inform the contractor of any deficiencies and the required corrective actions by way of internal transmittal. Where an immediate danger to human life and limb exists, the CIS representative shall instruct the contractor to cease works and rectify the situation. The CIS representative shall report these situations to his/her immediate superior.

The contractor(s) are also required to conduct their own monitoring as a part of their SWMS reviews. Such reports shall be made available to the CIS representative.

8. PROCEDURES AND FORMS

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<tr>
<th>Document</th>
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<tbody>
<tr>
<td>Risk Assessment Form</td>
<td>CIS Health and Safety Procedures Manual – Forms USYD/CIS/OHS/S/P/P05</td>
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<tr>
<td>Access Permit Form</td>
<td>CIS Health and Safety Procedures Manual – Forms attached to USYD/CIS/OHS/S/P/P01</td>
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<td>Confined Space Procedure</td>
<td>CIS Health and Safety Procedures Manual - Confined Space Procedure USYD/CIS/OHS/S/P/P015</td>
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<td>Pressure Equipment and Boilers</td>
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9. VERIFICATION

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<tr>
<td>CIS OHS Procedures Manual</td>
<td>Access Permit Procedure</td>
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10. PROCEDURE REVIEW

This procedure will be reviewed annually or as necessary by CIS Quality Control and Safety Group, Safety Officer and in consultation with stakeholders (as determined by CIS Safety Officer).
11. REFERENCES

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>Part 2 Div 3 Section 20 Duties of employees</td>
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<td>Occupational Health and Safety Regulations 2001</td>
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<td>Chapter 4, Div 6, Part 4.3 – Working at Heights – general</td>
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<td>NSW WorkCover</td>
<td>Code of Practice - Safe Work On Roofs</td>
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<td>Standards Australia</td>
<td>AS/NZS 1576 :1995 Scaffolding</td>
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<td>Standards Australia</td>
<td>AS/NZS 1891:2007 Industrial Fall Arrest Systems</td>
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<td>Standards Australia</td>
<td>AS/NZS 1657: 1992 Fixed platforms, walkways and stairways and ladders</td>
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<td>Commonwealth Act and Code</td>
<td>Telecommunication Act 1997 and Code of Conduct</td>
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<tr>
<td>Australian Radiation Protection Nuclear Safety Agency</td>
<td>Radiation Protection Standard</td>
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12. PROCEDURE ENDORSEMENT AND APPROVALS

<table>
<thead>
<tr>
<th>Name:</th>
<th>Michael Cretikos</th>
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<tbody>
<tr>
<td>Title/Position:</td>
<td>Safety Officer, CIS Quality Control + Safety Group</td>
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<td>Signature:</td>
<td>Michael Cretikos</td>
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<tr>
<td>Name:</td>
<td>Colin Rockliff</td>
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<td>Title/Position:</td>
<td>Director Campus Infrastructure and Services (CIS)</td>
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<td>Signature:</td>
<td>Colin Rockliff</td>
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APPLICATION PERMIT FORMS - Form A, B, C, D and E FOLLOW:

Form A: Plantrooms Access Permit Form;
Form B: Roofs Access Permit Form;
Form C: Electrical Switch Room and Lift Access Permit Form;
Form D: Scaffold Site Access Permit Form; and
Form E: Building or Construction Site Access Permit Form
(FORM A) CIS PLANTROOM ACCESS PERMIT FORM
Request for Access to Plantrooms, Pressure equipment, Boilers, Gas
and/or other non-habitable spaces such as confined space.
Mechanical Authorised Officer or Delegate to review this application.

1. Applicant

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<tr>
<th>Applicant First Name</th>
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Description of Work:

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2. Applicant or Contractor’s Authorised Representative Accessing the Works. Add more rows as required.

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3. Access Area Requested

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</tr>
</tbody>
</table>

Describe area to be accessed:

4. Usyd Supervision Status (Tick)

<table>
<thead>
<tr>
<th>Supervised access required by Usyd authorised officer or delegate name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note: Telcos require supervised access in all cases and charges apply.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsupervised access in accordance with attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

5. Documentation & Requirements for Usyd Supervised Access

<table>
<thead>
<tr>
<th>CIS Walk through Site Induction + 6(b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continual Supervision by the Authorised Officer or Delegate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ]</td>
</tr>
</tbody>
</table>

6. Documentation & Requirements for Usyd Unsupervised Access

<table>
<thead>
<tr>
<th>(a) CIS OHS Induction Manual Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

| (b) Site Specific Risk Assessment & Safe Work Method Statement |
| (Template available @ http://www.assaohs.com.au/ohs/index-confirm.php) |
| Y [ ] N [ ]                                                   |

<table>
<thead>
<tr>
<th>(c) Current NSW Work Cover General Construction Induction white Card(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(d) Height Safety Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(e) Public Liability Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(f) Workers Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(g) Telco installer/applicant – Telco Carrier’s authorisation letter is provided.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(h) Confined space permit. Refer to CIS Procedure Confined Space document USYD/CIS/OHS/S/P/P015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

7. Applicant – Documentation Required & Costs of Access Supervision by Usyd

<table>
<thead>
<tr>
<th>(a) CIS Maintenance Staff – Requiring ongoing access to specific sites / areas. Documentation 6. a, b and c above Required. (No charges levied for access)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(b) CIS Maintenance Contractor – Requiring ongoing access to specific sites / areas. Documentation 6. a, b, c, d, e and f above Required. (No charges levied for access)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(c) Non CIS Staff (University Staff) Requiring ongoing access to multiple plant rooms. Documentation 6. a, b and c above Required. Note: A Non CIS Staff (University Staff) must state all plant room numbers for which access is required and an Access Permit Form for each building is required;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y [ ] N [ ]</td>
</tr>
</tbody>
</table>
**Building Name:**

<table>
<thead>
<tr>
<th>Rm No.s:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**(d) SUFC TV Operators / or other category**

Documentation 6. a, b, c, d, e and f above Required. (No charges levied for access)

Y [ ] N [ ]

**(e) CIS Capital Development Project Staff & Contractor – Requiring ongoing access to specific sites / areas**

Documentation 6. a, b, c, d, e and f above Required. (A flat administration fee of $200 via Work Request with cost code is required)

Y [ ] N [ ]

**(f) Telco installer/applicant**

Documentation 6. a, b, c, d, e and f above Required. (Min $1000 for 4 hours then $100 / hr thereafter + 20% after hours surcharge)

Authorised Officer to raise invoice for all charges in connection with a Telco Application i.e. Security Patrol Manager is to advise Plumbing and Roofing of any charges for their time for provision or arrangement of after hours access so that only one invoice is raised:


Y [ ] N [ ]

### 8. Risk Assessment / SWMS Required Minimum Checklist for Requesting Party (for Usyd Unsupervised Access only)

Contractor to review and provide a detailed specific SWMS including emergency provisions.

**(Strike out items not applicable – Also Refer to Cl. 5.7 of the Access Permit Procedure – Hazard and Risk Considerations):**

- NSW WorkCover General Induction Card(s) for Principal Contractor is valid?
- CIS Work Activity Induction Training Manual for Principal Contractor is complete.
- Height safety training?
- Personnel Protective Equipment (Safety Harnesses, life lines, clothing etc)
- Services Plant Rooms which may also include gas facilities - particular risk control measures?
- Scaffolding entry permit, training and education and SWMS by the Principal Contractor controller of the work related thereto is mandatory. Records are required to be submitted to CIS.
- Other Non-Habitable Spaces, pressure vessels, tunnels - particular risk control measures?
- Working near fume cupboard stacks - particular risk control measures?
- Proximity of work to overhead power lines - particular risk control measures?
- Working on or near plant and equipment (electrical, air conditioning, ventilation, hydraulic, gas supply lines, communications, cooling towers and steam boilers etc) - particular risk control measures?
- Working near telecommunication equipment - particular risk control measures?
- Working near telecommunication equipment. Arrange for Telco plant isolation if proposed work interfaces with this type of plant. This includes University Telco plant.
- Use of plant \ such as lifting equipment, scissor lifts, boom lift craneage\?
- Barricades and signage particular to the work area, activity and /or hazard?
- Works area must include signage covering the Principal Contractor’s name and Supervisor – in-charge, contact details, responsible for the works at all times.
- Provide emergency preparedness and response procedure commensurate with the type of work being conducted, its practicality and ability to respond effectively;
- Appropriate communications systems provided – i.e. mobile phone(s) - numbers keyed in;
- Provide adequate personal torch (flashlight) and head mounted flashlight as backup
- University Security Emergency number is keyed in phone – 935 13333. For University Security –Enquiry only ring – 935 13487
- Provide adherence to building evacuation alarms and to University Security issued instructions at all times including instructions to remain in the building until the emergency situation is cleared.

### 9. CIS OFFICE USE ONLY:

#### 9.1 Receipt By Authorised Officer or Delegate

This application was received by - Name:                                                                                      Date:

#### 9.2 Attachments

Examples: Risk Assessment / Safe Work Method Statement, CIS Roof Mapping Plan etc if available.

Y [ ] N [ ]

Are attachments acceptable? / if no, then applicant must resubmit the attachments

Y [ ] N [ ]

#### 9.3 Access Approval & Time Period for Access

**Authorised by**

(This access permit is issued to authorise only those persons as listed on the application)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Contact No:</th>
<th>Location:</th>
</tr>
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<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Registered with Patrol Manager and Safety Officer</th>
<th>Yes [ ]</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
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</table>

**Permission Extension (For continuous work only)**

<table>
<thead>
<tr>
<th>Valid From:</th>
<th>To:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>New Valid Date From:</th>
<th>To:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
### (FORM B) CIS ROOF ACCESS PERMIT FORM

**Request for Access to Roof for Applicants, (Telcos and SUFC TV Broadcasters included).**

*Roofing Authorised Officer or Delegate to review this application.*

#### 1. Applicant

<table>
<thead>
<tr>
<th>Applicant First Name:</th>
<th>Second Name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation:</td>
<td>Application Date:</td>
<td></td>
</tr>
<tr>
<td>Phone/Mobile:</td>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Description of Work:**

| Period of Access Required | Start: | Finish: |

#### 2. Applicant or Contractor’s Authorised Representative Accessing the works. Add more rows as required.

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Signature</th>
</tr>
</thead>
</table>

#### 3. Access Area Requested

| Campus Name: | Bldg. Name: | Bldg. Number/Code: |

| Describe the area to be accessed: |

#### 4. Usyd Supervision Status (Tick)

| Supervised access required by Usyd authorised officer or delegate name |

*Note: Telcos require supervised access in all cases and charges apply.*

| Unsupervised access in accordance with attached relevant Access Form Type A, B, C, D or E |

#### 5. Documentation & Requirements for Usyd Supervised Access

| CIS Walk through Site Induction + 6 (b) |

| Continual Supervision by the Authorised Officer or Delegate |

#### 6. Documentation & Requirements for Usyd Unsupervised Access

| (a) CIS Construction Work Contractor/Sub-contractor OHS Campus Induction Template – all control sheets filled for Site Induction and Task Specific Induction, signed off and filed to contract file. |

| (b) Site Specific Risk Assessment & Safe Work Method Statement is required by the Applicant *(Template available @ http://www.assaohs.com.au/ohs/index-confirm.php)* |

| (c) Current NSW Work Cover General Construction Induction white Card(s) |

| (d) Height Safety Training |

| (e) Public Liability Insurance |

| (f) Workers Compensation |

| (g) Telco installer/applicant – Telco Carrier’s authorisation letter is provided. |

| (h) Confined space permit. Refer to CIS Procedure Confined Space document USYD/CIS/OHS/S/P/P015 |

#### 7. Applicant – Documentation Required & Costs of Access Supervision By Usyd

| (a) CIS Maintenance Staff – Requiring ongoing access to specific sites / areas. Documentation 6. a, b and c above Required. *(No charges levied for access)* |

| (b) CIS Maintenance Contractor – Requiring ongoing access to specific sites / areas. Documentation 6. a, b, c, d, e and f above Required. *(No charges levied for access)* |

| (c) Non CIS Staff (University Staff) Requiring ongoing access to multiple plant rooms. Documentation 6. a, b and c above Required. |

*Note: A Non CIS Staff (University Staff) must state all plant room numbers for which access is required and a CIS Access Permit Form for each building is required;*
CIS ACCESS PERMIT PROCEDURE

Building Name:                                                                         Roof Area:                                                                                           
(d) SUFC TV Operators / or other category
   Documentation 6. a, b, c, d, e and f above Required.  (No charges levied for access) 
   Y [ ]   N [ ]

(e) CIS Capital Development Project Staff & Contractor – Requiring ongoing access to specific sites / areas
   Documentation 6. a, b, c, d, e and f above Required.  (A flat administration fee of $200 via Work Request with cost code is required)
   Y [ ]   N [ ]

(f) Telco installer/applicant
   Documentation 6. a, b, c, d, e and f above Required.
   (Min $1000 for 4 hours then $100 / hr thereafter + 20% after hours surcharge)
   Authorised Officer to raise invoice for all charges in connection with a Telco Application i.e.
   Security Patrol Manager is to advise Plumbing and Roofing of any charges for their time for provision or arrangement of after hours access so that only one invoice is raised:
   Y [ ]   N [ ]

8. Risk Assessment / SWMS Minimum Checklist for Applicant (for Unsupervised Access only)

   Contractor to review and provide a detailed specific SWMS including emergency provisions.

   (Strike out items not applicable): – (Also Refer to Cl. 5.7 of the Access Permit Procedure – Hazard and Risk Considerations)
   [ ] NSW WorkCover General Induction Card(s) for Principal Contractor is valid?
   [ ] CIS Work Activity Induction Training Manual for Principal Contractor is complete.
   [ ] Height safety training?
   [ ] Services Plant Rooms which may also include gas facilities - particular risk control measures?
   [ ] Scaffolding entry permit, training and education and SWMS by the Principal Contractor controller of the work related thereto is mandatory. Records are required to be submitted to CIS.
   [ ] Other Non-Habitable Spaces, pressure vessels, tunnels - particular risk control measures?
   [ ] Working near fume cupboard stacks - particular risk control measures?
   [ ] Proximity of work to overhead power lines - particular risk control measures?
   [ ] Working near rooftop telecommunication equipment - particular risk control measures?
   [ ] Working near telecommunication equipment. Arrange for Telco plant isolation if proposed work interfaces with this type of plant. This includes University Telco plant.
   [ ] Working on or near plant and equipment (electrical, air conditioning, ventilation, hydraulic, gas supply lines, communications etc) - particular risk control measures
   [ ] Personnel Protective Equipment (Safety Harnesses, life lines, clothing etc)?
   [ ] Use of plant \ such as lifting equipment, scissor lifts, boom lift craneage?
   [ ] Barricades and signage particular to the work area, activity and /or hazard?
   [ ] Works area must include signage covering the Principal Contractor’s name and Supervisor in-Charge contact details, responsible for the works at all times.
   [ ] Provide emergency preparedness and response procedure commensurate with the type of work being conducted, its practicality and ability to respond effectively;
   [ ] Provide communications systems provided – i.e. mobile phone(s) - numbers keyed in;
   [ ] Personal Protective Equipment (Safety Harnesses, life lines, clothing etc)?
   [ ] University Security Emergency number is keyed in phone – 935 13333. For University Security –Enquiry only ring – 935 13487
   [ ] Provide adherence to building evacuation alarms and to University Security issued instructions at all times including instructions to remain in the building until the emergency situation is cleared.
   [ ] Ensure roof safety devices are certified by a structural engineer in order to meet all the relevant standards and codes, and as a part of the hand over, provide training to persons such as a maintenance contractor

9. CIS OFFICE USE ONLY:

9.1 Receipt By Authorised Officer or Delegate

   This application was received by – Name:                                                                                     Date:

9.2 Attachments

   Examples: Risk Assessment / Safe Work Method Statement, CIS Roof Mapping Plan etc if available.
   Y [ ]   N [ ]

   Are attachments acceptable? / if no then applicant must resubmit the attachments
   Y [ ]   N [ ]

9.3 Access Approval & Time Period For Access

   Authorised by
   (This access permit is issued to authorise only those persons as listed on the application)

   Name:                                                                                                          Title:
   Contact No:                                                                                                    Location:
   Signature:                                                                                                     Date:

   Registered with Patrol Manager and Safety Officer
   Yes [ ]

   Permit Extension (For continuous work only)
   Valid from:                                                                                                     To:
(FORM C) CIS ELECTRICAL SWITCH ROOM AND LIFT ACCESS PERMIT FORM

Request for Access to Electrical Switch Rooms, Lifts and Lift Shaft

Electrical Authorised Officer or Delegate to review this application.

1. Applicant

<table>
<thead>
<tr>
<th>Applicant First Name:</th>
<th>Second Name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
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<tr>
<th>Organisation:</th>
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<thead>
<tr>
<th>Phone/Mobile:</th>
<th>Email Address:</th>
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<thead>
<tr>
<th>Description of Work:</th>
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<table>
<thead>
<tr>
<th>Period of Access Required</th>
<th>Start:</th>
<th>Finish:</th>
</tr>
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<tbody>
<tr>
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</table>

2. Applicant or Contractor’s Authorised Representative Accessing the Works

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

3. Access Area Requested

<table>
<thead>
<tr>
<th>Campus Name:</th>
<th>Bldg. Name:</th>
<th>Bldg. Number/Code:</th>
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<tr>
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<table>
<thead>
<tr>
<th>Describe area to be accessed:</th>
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<td></td>
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</table>

4. Usyd Supervision Status (Tick)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Y [ ] N [ ]</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsupervised access in accordance with attached relevant Access Form Type A, B, C or D</th>
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<td>Y [ ] N [ ]</td>
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5. Documentation & Requirements for Usyd Supervised Access

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Y [ ]</td>
</tr>
</tbody>
</table>

6. Documentation & Requirements for Usyd Unsupervised Access

(a) CIS OHS Induction Manual Training

Y [ ] N [ ]

(b) Site Specific Risk Assessment & Safe Work Method Statement is required by the Applicant

(Template available @ http://www.assaohs.com.au/ohs/index-confirm.php)

Y [ ] N [ ]

(c) Current NSW Work Cover General Construction Induction white Card(s)

Y [ ] N [ ]

(d) Height Safety Training

Y [ ] N [ ]

(e) Public Liability Insurance

Y [ ] N [ ]

(f) Workers Compensation

Y [ ] N [ ]

(g) Telco installer/applicant – Telco Carrier’s authorisation letter is provided.

Y [ ] N [ ]

(h) Confined space permit. Refer to CIS Procedure Confined Space document USB/CIS/OHS/S/P/P015

Y [ ] N [ ]

7. Requesting Party Category – Documentation Required & Cost for Access

(a) CIS Maintenance Staff – Requiring ongoing access to specific sites / areas.

Documentation 6. a, b and c above Required. (No charges levied for access)

Y [ ] N [ ]

(b) CIS Maintenance Contractor – Requiring ongoing access to specific sites / areas.

Documentation 6. a, b, c, d, e and f above Required. (No charges for access)

Y [ ] N [ ]

(c) Non CIS Staff (University Staff) Requiring ongoing access to multiple plant rooms.

Documentation 6. a, b and c above Required.

Note: A Non CIS Staff (University Staff) must state all plant room numbers for which access is required and a CIS Access Permit Form for each building is required;

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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
### CIS ACCESS PERMIT PROCEDURE

| (d) SUFC TV Operators / or other category Documentation 6. a, b, c, d, e and f above Required. (No charges levied for access) | Y [ ] N[ ] |
| (e) CIS Capital Development Project Staff & Contractor – Requiring ongoing access to specific sites / areas Documentation 6. a, b, c, d, e and f above Required. (A flat administration fee of $200 via Work Request with cost code is required) | Y [ ] N[ ] |
| (f) Telco installer/applicant Documentation 6. a, b, c, d, e and f above Required. (Min $1000 for 4 hours then $100 / hr thereafter + 20% after hours surcharge ) Authorised Officer to raise invoice for all charges in connection with a Telco Application i.e. Security Patrol Manager is to advise Plumbing and Roofing of any charges for their time for provision or arrangement of after hours access so that only one invoice is raised: http://www.finance.usyd.edu.au/docs/invoice_request_4line.pdf | Y [ ] N[ ] |

### 8. Risk Assessment / SWMS Required Minimum Checklist for Applicant (for Usyd Unsupervised Access only)

**Contractor to review and provide a detailed specific SWMS including emergency provisions.**

**Electrical Switch Rooms and Lift and/or Lift Shaft Access Permit List of Min. Generic Controls :** Refer to Risk Assessment tool and templates for the application of SWMS/JSA forms: http://www.assaohs.com.au/ohs/index-confirm.php

(Strike out items not applicable): – (Also Refer to Cl. 5.7 of the Access Permit Procedure – Hazard and Risk Considerations)
- NSW WorkCover General Induction Card(s) of Principal Contractor Representative Valid?
- CIS Work Activity Induction Training Manual has been completed by Principal Contractor.
- Height safety training?
- Personnel Protective Equipment (Safety Harnesses, life lines, clothing etc)?
- Lift motor rooms - particular risk control measures?
- Lifts and lift shafts (working on lifts or in lift shafts and all other confined spaces) - particular risk control measures? Refer to USYD/CIS/OHS/S/P/P015 Procedure Confined Space – entry permit, training and education by the Principal Contractor controller of the work related thereto is mandatory. Records are required to be submitted to CIS.
- Scaffolding entry permit, training and education and SWMS by the Principal Contractor controller of the work related thereto is mandatory. Records are required to be submitted to CIS.
- Other Non-Habitable Spaces, pressure vessels, tunnels - particular risk control measures?
- Working near fume cupboard stacks - particular risk control measures?
- Proximity of work to overhead power lines - particular risk control measures?
- Working near rooftop telecommunication equipment - particular risk control measures?
- Working near telecommunication equipment. Arrange for Telco plant isolation if proposed work interfaces with this type of plant. This includes University Telco plant.
- Working on or near plant and equipment (electrical, air conditioning, ventilation, hydraulic, gas supply lines, communications etc) - particular risk control measures
- Use of plant \ such as lifting equipment, scissor lifts, boom lift cranage?
- Barricades and signage particular to the work area, activity and /or hazard?
- Works area must include signage covering the Principal Contractor’s name and Supervisor –in- Charge contact details, responsible for the works at all times.
- Provide emergency preparedness and response procedure commensurate with the type of work being conducted, its practicability and ability to respond effectively;
- Appropriate communications systems provided – i.e. mobile phone(s) - numbers keyed in;
- Provide adequate personal torch (flashlight) and head mounted flashlight as backup
- University Security Emergency number is keyed in phone – 935 13333. For University Security –Enquiry only ring – 935 13487
- Provide adherence to building evacuation alarms and to University Security issued instructions at all times including instructions to remain in the building until the emergency situation is cleared.

### 9. CIS OFFICE USE ONLY:

**9.1 Receipt By Authorised Officer or Delegate**
This application was received by - Name:………………………………………………………Date:………………………………

**9.2 Attachments**
Examples: Risk Assessment / Safe Work Method Statement, CIS Roof Mapping Plan etc if available.

Are attachments acceptable? if no, then applicant must resubmit the attachments

**9.3 Access Approval & Time Period for Access**

**Authorised by**
(This access permit is issued to authorise only those persons as listed on the application)

- Name:
- Title:
- Contact No:
- Location:
- Signature: Date: 
- Registered with Patrol Manager and Safety Officer Yes [ ]

- Permit extension (for continuous work only) Valid From: To:

- New Valid Date From: To:
### CIS ACCESS PERMIT PROCEDURE

#### (b) CIS Maintenance Contractor – Requiring ongoing access to specific sites / areas.

Documentation: 6. a, b, c, d, e and f above Required. (No charges levied for access)

### (FORM D) CIS SCAFFOLDING ERECTION ACCESS PERMIT FORM

**Request for Access to Scaffolding Site**

*Building Authorised Officer or Delegate to review this application.*

1. **Applicant**

<table>
<thead>
<tr>
<th>Applicant First Name:</th>
<th>Second Name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation:</td>
<td>Application Date:</td>
<td></td>
</tr>
<tr>
<td>Phone/Mobile:</td>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Description of Work:**

**Period of Access Required**

Start: Finish:

2. **Applicant or Contractor’s Authorised Representative Accessing the works**

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Signature</th>
</tr>
</thead>
</table>

3. **Access Area**

<table>
<thead>
<tr>
<th>Campus Name:</th>
<th>Bldg. Name</th>
<th>Bldg. Number/Code:</th>
</tr>
</thead>
</table>

**Describe the area to be accessed:**

4. **Usyd Supervision Status (Tick)**

- Supervised access required by Usyd authorised officer or delegate name
  - Note: Telcos require supervised access in all cases and charges apply.
  - Y [ ] N [ ]

- Unsupervised access in accordance with attached relevant Access Form Type A, B, C or D
  - Y [ ] N [ ]

5. **Documentation & Requirements for Usyd Supervised Access**

- CIS Walk through Site Induction and specific room SWMS sign-off is required by the Authorised Officer or Delegate and the Applicant(s).
  - Y [ ]

- Continual Supervision by the Authorised Officer or Delegate
  - Y [ ]

6. **Documentation & Requirements for Usyd Unsupervised Access**

- (a) CIS OHS Induction Manual Training
  - Y [ ] N [ ]

- (b) Site Specific Risk Assessment & Safe Work Method Statement is required by the Applicant
  - (Template available @ http://www.sassaohs.com.au/ohs/index-confirm.php)
  - Y [ ] N [ ]

- (c) Current NSW Work Cover General Construction Induction white Card(s)
  - Y [ ] N [ ]

- (d) Height Safety Training
  - Y [ ] N [ ]

- (e) Public Liability Insurance
  - Y [ ] N [ ]

- (f) Workers Compensation
  - Y [ ] N [ ]

- (g) Telco installer/applicant – Telco Carrier’s authorisation letter is provided.
  - Y [ ] N [ ]

- (h) Confined space permit. Refer to CIS Procedure Confined Space document USYD/CIS/OHS/S/P/P015
  - Y [ ] N [ ]

7. **Applicant – Documentation Required & Costs of Access Supervision by Usyd**

- (a) CIS Maintenance Staff – Requiring ongoing access to specific sites / areas. Documentation 6. a, b and c above Required.
  - (No charges levied for access)
  - Y [ ] N [ ]

- (b) CIS Maintenance Contractor – Requiring ongoing access to specific sites / areas. Documentation 6. a, b, c, d, e and f above Required.
  - (No charges levied for access)
  - Y [ ] N [ ]

- (c) Non CIS Staff (University Staff) Requiring ongoing access to multiple plant rooms. Documentation 6. a, b, c and e above Required.
  - Note: A Non CIS Staff (University Staff) must state all plant room numbers for which access is required and a CIS Access Permit Form for each building is required;
  - Y [ ] N [ ]

<table>
<thead>
<tr>
<th>Building Name:</th>
<th>Site:</th>
</tr>
</thead>
</table>

- (d) SUFC TV Operators / or other category
  - Documentation 6. a, b, c, d, e and f above Required.
  - (No charges levied for access)
  - Y [ ] N [ ]
(e) CIS Capital Development Project Staff & Contractor – Requiring ongoing access to specific sites / areas
Documentation 6. a, b, c, d, e and f above Required.
(A flat administration fee of $200 via Work Request with cost code is required) Y [ ] N [ ]

(f) Telco installer/applicant
Documentation 6. a, b, c, d, e and f above Required.
(Min $1000 for 4 hours then $100 / hr thereafter + 20% after hours surcharge)
Authorised Officer to raise invoice for all charges in connection with a Telco Application i.e.
Security Patrol Manager is to advise Plumbing and Roofing of any charges for their time for
provision or arrangement of after hours access so that only one invoice is raised:
http://www.finance.usyd.edu.au/docs/invoice_request_4line.pdf Y [ ] N [ ]

8. Risk Assessment / SWMS Required Minimum Checklist for Applicant (for Usyd Unsupervised Access only)
Contractor to review and provide a detailed specific SWMS including emergency provisions.
Scaffolding Site Access Permit List of Min. Generic Controls: Refer to Risk Assessment tool and templates for the

9. CIS OFFICE USE ONLY:
9.1 Receipt By Authorised Officer or Delegate
This application was received by – Name:                                                                                      Date:

9.2 Attachments
Examples: Risk Assessment / Safe Work Method Statement, CIS Roof Mapping Plan etc if
available. Y [ ] N [ ]

Are attachments acceptable? if no, then applicant must resubmit the attachments Y [ ] N [ ]

9.3 Access Approval & Time Period for Access
Authorised by
(This access permit is issued to authorise only those persons as listed on the application)
Name:                                                                 Title:
Contact No:                                                                 Location:
Signature:                                                                 Date:
Registered with Patrol Manager and Safety Officer Yes [ ]

Permit Extension (For continuous work only) Valid from: To:

New Valid Date From: To:
**FORM E** CIS BUILDING CONSTRUCTION ACCESS PERMIT FORM
Request for Access to Building Construction Site

Building/Construction Authorised Officer or Delegate or Capital Development Authorised Officer or Delegate to review this application.

### 1. Applicant

<table>
<thead>
<tr>
<th>Applicant First Name:</th>
<th>Second Name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation:</td>
<td>Application Date:</td>
<td></td>
</tr>
<tr>
<td>Phone/Mobile:</td>
<td>Email Address:</td>
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</tbody>
</table>

Description of Work:

<table>
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<tr>
<th>Period of Access Required</th>
<th>Start:</th>
<th>Finish:</th>
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</thead>
</table>

### 2. Applicant or Contractor’s Authorised Representative Accessing the works

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### 3. Access Area

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<th>Campus Name:</th>
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</table>

Describe the area to be accessed:

### 4. Usyd Supervision Status (Tick)

- Supervised access required by Usyd authorised officer or delegate name [ ] [ ] [ ]

  Note: Telcos require supervised access in all cases and charges apply.

- Unsupervised access in accordance with attached relevant Access Form Type A, B, C, D or E [ ] [ ]

### 5. Documentation & Requirements for Usyd Supervised Access

- CIS Walk through Site Induction and specific room/site SWMS sign-off is required by the Authorised Officer or Delegate and the Applicant(s). [ ]

- Continual Supervision by the Authorised Officer or Delegate [ ]

### 6. Documentation & Requirements for Usyd Unsupervised Access

- (a) CIS OHS Induction Manual Training [ ] [ ] [ ]

- (b) Site Specific Risk Assessment & Safe Work Method Statement is required by the Applicant Builder (Template available @ [http://www.assaohs.com.au/ohs/index-confirm.php](http://www.assaohs.com.au/ohs/index-confirm.php)) [ ] [ ] [ ]

- (c) Current NSW Work Cover General Construction Induction white Card(s) [ ] [ ] [ ]

- (d) Height Safety Training [ ] [ ] [ ]

- (e) Public Liability Insurance [ ] [ ] [ ]

- (f) Workers Compensation [ ] [ ] [ ]

- (g) Telco installer/applicant – Telco Carrier’s authorisation letter is provided. [ ] [ ] [ ]

- (h) Confined space permit. Refer to CIS Procedure Confined Space document USYD/CIS/OHS/S/P/P015 [ ] [ ] [ ]

- (i) CIS Project Manager has arranged and concluded a site meeting involving local Client/Faculty Representative, Fire Warden, Security Patrol Manager, Building/Construction Company Representative and Project Manager [ ] [ ] [ ]

### 7. Applicant – Documentation Required & Costs of Access Supervision by Usyd

- (a) CIS Maintenance Staff – Requiring ongoing access to specific sites / areas for the Supervision and Quality Control of building works. [ ] [ ] [ ]

  **Documentation 6. a, b, and c above Required. (No charges levied for access)**

- (b) CIS Maintenance or Construction Contractor – Requiring ongoing access to specific sites / areas. [ ] [ ] [ ]

  **Documentation 6. a, b, c, d, e, f and i above Required. (No charges levied for access)**
8. Risk Assessment / SWMS Required  Minimum Checklist for Applicant (for Usyd Unsupervised Access only)

Contractor to review and provide a detailed specific SWMS including emergency provisions.


(*Strike out items not applicable): – (Also Refer to Cl. 5.7 of the Access Permit Procedure – Hazard and Risk Considerations)

[ ] Site meeting of Faculty Client, Fire Warden etc has been concluded – refer 6 (i);
[ ] NSW WorkCover General Induction Card(s) for Principal Contractor and staff are valid?
[ ] CIS Work Activity Induction Training Manual for Principal Contractor has been completed?
[ ] Scaffolding entry permit, training and education and SWMS by the Principal Contractor controller of the work related thereto is mandatory. Records are required to be submitted to CIS.
[ ] Height safety training?
[ ] Personnel Protective Equipment (Safety Harnesses, life lines, clothing etc)?
[ ] Confined Space entry permit and training, SWMS by Principal Contractor controller of the works provided?
[ ] Provide adequate personal torch (flashlight) and head mounted flashlight as backup
[ ] Other Non-Habitable Spaces, pressure vessels, tunnels - particular risk control measures?
[ ] Proximity of work to overhead power lines - particular risk control measures?
[ ] Working on or near plant and equipment (electrical, air conditioning, ventilation, hydraulic, gas supply lines, communications etc) - particular risk control measures?
[ ] Working near rooftop telecommunication equipment - particular risk control measures?
[ ] Working near telecommunication equipment. Arrange for Telco plant isolation if proposed work interfaces with this type of plant. This includes University Telco plant.
[ ] Use of plant \ such as lifting equipment, scissor lifts, boom lift cranage?
[ ] Barricades and signage particular to the work area, activity and /or hazard?
[ ] Works area must include signage covering the Principal Contractor’s name and Supervisor –in-Charge contact details, responsible for the works at all times.
[ ] Provide emergency preparedness and response procedure commensurate with the type of work being conducted, its practicality and ability to respond effectively;
[ ] Appropriate communications systems provided – i.e. mobile phone(s) - numbers keyed in;
[ ] University Security Emergency number is keyed in phone – 935 13333. For University Security Enquiry only ring - 935 13487
[ ] Provide adherence to building evacuation alarms and to University Security issued instructions at all times including instructions to remain in the building until the emergency situation is cleared.

9. CIS OFFICE USE ONLY:

9.1 Receipt By Authorised Officer or Delegate

This application was received by – Name: [ ]
Date: [ ]

9.2 Attachments

Examples: Risk Assessment / Safe Work Method Statement, CIS Roof Mapping Plan etc if available.

Are attachments acceptable? if no, then applicant must resubmit the attachments

Y [ ] N [ ]

9.3 Access Approval & Time Period for Access

Authorised by

(This access permit is issued to authorise only those persons as listed on the application)

Name: [ ]
Title: [ ]
Contact No: [ ]
Location: [ ]
Signature: [ ]
Date: [ ]
Registered with Patrol Manager and Safety Officer

Yes [ ]

Permit Extension (For continuous work only)

Valid from: [ ]
To: [ ]

New Valid Date

From: [ ]
To: [ ]