SAFE WORK PROCEDURE
PERMIT TO WORK ON BUILDING ROOF TOPS, EXTERNAL WALLS & GUTTERS

Mandatory Safety Equipment and Signage

- **DANGER: Men Working above** Sign to be placed before entrance points to the site where ladder or scaffold is erected
- **Hard Hat must be worn** by person on roof and anyone beneath ladder or scaffold
- **Safety Cones & Bollards** must be placed as safety barriers around base of the ladder or scaffold structure
- **Safety Glasses must be worn** at All Times by those in this work area
- **Safety Shoes Must Be Worn on Roof Tops**
- **Safety Harness Must Be Worn at All Times by Workers whilst working on Roof Tops**

**PERMIT REQUIRED FOR BUILDING ROOF WORK LAUCALA CAMPUS**

The Following Building Roofs (inclusive of External walls, drain pipes and gutters) require Permit to Work to be issued by USP OHS Unit to the worker or contractor prior commencing work and during the course of work, the permit will be issued only when appropriate safety measures are in place and maintained.

**Upper Campuses** – FSTE, FBE & New Resource Centre, FALE, Library, ICT Building & Theatre, Administration, CELT, PRIDE ,Confucius Institute,DMC, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th Halls of Residence,Waqavuka Flats, Cafeteria Bldg, Communication bldg ,OCAPs, Commercial Area Bldgs., AusAid Tutorial Block & Ausaid lecture theatres CRC Gym, Staff Club, Indoor Gymnasium, Security Office,VC Residence

**Middle Campus** – All Buildings in Yard including Scout Building.

**Lower Campus** – School of Marine Sciences bldg, Marine Lodge, Marina Workshops, Earth Science and Geography

**Statham Campus** – School of law, CVCE, MBA bldg., Student halls of residence

**PERMIT TO WORK PROCEDURE**

- **Access to these Roof tops will require** Scaffolding, Cherry Picker or a Certified Safe Elevated Platform
- **It is the responsibility of the coordinator or contractor in charge of the work to provide this**
- **A Permit to Work form** must be obtained from USP OHS Unit and filled and kept at the work site during duration of the works being done. Contact USP OHS Unit ohs@usp.ac.fj

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