ROOF & GANTRY ACCESS PERMIT

Please complete this form and return **no later than 2 days prior** to requiring access. For any enquiries please contact you asset representative.
This form must be emailed to: **Assets Department (Suncorp Stadium). Email:** assets@suncorpstadium.com.au

CONTACT DETAILS Company

Name:

Company:

Phone Number:

Email:

Proposed access time:

Access Date:

Reason For Access:

Duration of access:

INFORMATION REQUIRED PRIOR TO APPROVAL Receipt of all Documentation

Contractor 1) Name:

Experienced working @ heights: Yes ☐ No ☐

Phone number:

Contractor 2) Name:

Experienced working @ heights: Yes ☐ No ☐

Phone number:

GANTRY ACCESS

APPROVED ☐

NOT APPROVED ☐

Asset Representative Signature:

Date:

ROOF ACCESS REQUIRED

APPROVED ☐

NOT APPROVED ☐

Asset Representative Signature:

Date:

Mandatory Requirements

☐ Prior to access copies of insurances (Workers Compensation, Public liability and if applicable) are to be provided prior to entering the gantry.

☐ This form (once approved) **must** be brought to the L.1. SW Venue Control Room and presented to the Stadium Security officer. Failure to present this (approved) form may result in the refusal of entry.

☐ All SWMS must be provided prior to gantry access approval. For Roof Access SWMS , Risk Assessment and Working at Height Rescue Plan , must be provided.

☐ No access will be provided until this form has been filled out and approved by a member of the Asset department or the WHS Manager.

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- [ ] All inductions must be current, and contractors signed in.
PPE – recommendations for the use of sunglasses, hats, Hi Vis (compulsory) sun cream, non-slip footwear (must be worn) must be seen in your SWMS.

- [ ] Only authorised personnel/contractors shall be allowed to access the Stadium's Main roof.

- [ ] Contractors working on the roof must be competent in working at heights.

- [ ] Upon accessing the roof hatch (padlocked, key is with Asset Dept) – be mindful that if left in the open position, light winds could blow this closed, and the hasp & staple mechanism can engage which will lock the hatch.

- [ ] Access will only be allowed in dry & calm conditions with adequate lighting.

- [ ] If your SWMS stipulates the use of a fall arrest system to access the gantry – this is to be adhered to.

- [ ] Any lightweight equipment is to be secured.
Any tools, materials and any other items required for your works must be kept secured i.e., kept in a sturdy bag, lanyards.

- [ ] Having vacated the Gantry & Roof, you are to confirm with Security or the Asset Dept.

- [ ] If your SWMS stipulates the use of a fall arrest system to access the roof – this is to be adhered to.

- [ ] If going outside of the safe fall arrest system (i.e- towards the guttering or towards the inner area)– you must be harnessed to that system.

- [ ] All tools, materials and other items required for work must be kept secured safely.

- [ ] Gantry weight load plans are available, engineer advice may be required prior to items being attached to the gantry or Stadium fixtures, Refer to the asset team.

- [ ] All persons shall remain in communication (radio or phone) with either a member of the Asset Dept and/or with Security.
There are four access locations (1 x West side of the North, 1 x West side of the South, 2 x East side (Northern and Southern ends)

- [ ] Upon accessing the first access door, once persons have passed through this door, it is to be checked for being securely closed. Do not wedge open the door or tape over the door lock snib.

- [ ] Observe any signage as applicable. Any person working on the roof must be competent at working at heights.

- [ ] A minimum of two (2) persons is required when working on the roof.

- [ ] For the placement of any significant weights or more than two persons in the one location – check with the Asset Dept for weight loadings.

- [ ] Should your works entail working near any of the edges of the roof, those personnel must understand and be competent of the procedures of a rescue plan.

- [ ] No loose equipment is to be left on the roof unattended at any time or overnight.

- [ ] All keys must be returned to Security and confirmation that all roof hatches are secure, the roof area is clean and tidy with no debris. Failing to do so may incur cleaning costs.

- [ ] Access in poor lighting requires a head lamp.

- [ ] Gantry Hazards have been discussed prior to access.

Office use:

All documentation has been received prior to access.

Keys returned to security.

Time Keys returned.

Any Issues Identified.