

# GUIDELINE

ACCESSING ROOF AREAS

REGISTERING AND DEREGISTERING EXTERNAL COMPANIES

SAFETY METHODS

LEGAL PROVISIONS

**MAI 2025**

Version 7.0



## OBJECTIVE

As an employer, **Technical University of Leoben** is responsible for maintaining operational safety. Particular attention must be paid to the health and safety of workers, employees, and staff. The objective of this guideline is to minimize the risk to persons when **accessing roof surfaces**.

**Walking and working on roofs must be considered extremely hazardous due to the risk of falling.**

## TARGET GROUPS

Employees of **Technical University of Leoben**, such as specialist staff from Service Department Buildings, Technology and Procurement, the MAINTENANCE DEPARTMENT, Service Department ICT and Digitalization, chairs and external companies.

## VALIDITY

This policy shall come into effect upon proven instruction of **Technical University of Leoben** employees regarding this policy.

This policy has no time limits.

## DOCUMENTATION OF THE INSTRUCTION(S)

The instruction is to be verifiably provided verbally as well as being handed out in writing. Verifiable documentation of the instruction must be provided separately.

## SCOPE

This policy applies to all buildings of **Technical University of Leoben** (whether MFI or Federal Real Estate Company buildings) to which employees of **Technical University of Leoben** have authorized access.

In particular, access to roof areas is regulated. However, other areas with a risk of falling have not been excluded, pointing out the obligations corresponding to due diligence and, where necessary, security obligations.



## PERMISSION FOR EMPLOYEES TO ACCESS ROOF



Employees of **Technical University of Leoben** are permitted to access roof areas, provided they are authorized to do so and have received instruction. General instruction for employees is provided by the OCCUPATIONAL HEALTH AND SAFETY staff at **Technical University of Leoben**.

**Employees are not permitted to grant or facilitate access to persons from outside the university operations.** Exceptions to this rule are special permits issued by the Service Department Buildings, the Technology, and the Procurement Department, the MAINTENANCE DEPARTMENT.

In order to be permitted to gain access to the roof areas, the following procedure has been established at **Technical University of Leoben**:

1. Request **access to roof areas** via the AS-database platform in HCL Notes in the **MU instructions [Unterweisungen MU]** menu.

**PLEASE NOTE: Access must be approved by the respective chair and the request must be made on behalf of the Chair**

2. Instruction by a qualified person
3. Signing of the agreement for **access to roof areas** (Appendix 1)
4. Transponder activation (programming) by Service Department Facility Management, Technology and Central Purchasing (GTB)

By accepting the transponder for accessing roof areas at **Technical University of Leoben**, the key recipient confirms (Appendix 1) that they will

- **comply with the guidelines for accessing roof areas,**
- **report their entering and leaving the roof areas to the respective office (sign in/sign out),**
- **lock the access doors immediately after the inspection, and**
- **not pass the transponder on to third parties.**

## REGISTRATION AND SIGN-OUT

Employees of **Technical University of Leoben** are permitted to access roof areas provided they have been authorized and instructed to do so.



**Employees must report to the office of their department/institute or Central Services before and after accessing roof areas (sign-in/sign-out).**



## EXTERNAL COMPANIES

**External companies** carrying out work on the roof on behalf of the Federal Real Estate Company (BIG) are obliged to obtain information from the Federal Real Estate Company (BIG) about anchor points, test reports, and the necessary personal protective equipment against falls (PPE) and, if necessary, to strictly comply with any additional guidelines issued by the Federal Real Estate Company (BIG).

**The necessary instruction is to be provided by the Federal Real Estate Company!**

**Obligations of the external company** (whose employees must access external roofs as **external workplaces**):

- The evaluation of the activities must include the risk of falling at external workplaces, in particular for roof elements that are not break-proof;
- **Coordination** with employers at the workplace where the work is to be carried out (if they are on site). (Section §8 (2) of the Austrian Employee Protection Act). Roof elements for which no confirmation to the contrary is available are to be regarded as not secure against falling through;
- Instruction of their own employees on fall protection;
- If necessary, to ensure effective supervision of employees working alone (Section §61 (6) of the Austrian Employee Protection Act);
- Employees are to be provided with **personal protective equipment against falls** (Section §14 of the Austrian Personal Protective Equipment Ordinance), if this protective measure is required;
- Personal protective equipment against falls may only be attached to suitable anchor points (Section §14 (4) (3) of the Austrian Personal Protective Equipment Ordinance).

## COORDINATION

Section §8 of the Austrian Employee Protection Act is to be observed and work carried out by external companies must be coordinated with the Service Department Building, Technology, and Procurement Department – the MAINTENANCE DEPARTMENT, which must, if necessary, ensure that external employees are informed about the hazards existing in the workplace (e.g., laboratory areas) and have received appropriate instruction.



In this context, reference is made to the **occupational safety regulations for external companies/non-company employees**, which must also be observed!

**Contractors must provide their employees with the personal protective equipment against falls (PPE) required for working on roofs!**



## EMPLOYER OBLIGATIONS

In accordance with the Austrian Employee Protection Act, the employer is obliged to evaluate all hazards to employees. Suitable personal protective equipment (PPE) is to be made available to employees.

### Employers' obligations towards external workers

Coordination obligations (Section §8 (2) of the Austrian Employee Protection Act)

- Informing employers of external companies about hazardous areas on the roof before work commences,
- Providing access to safety and health protection documents for employers of external companies,
- Mutually agreeing on protective measures with employers of external companies,
- If necessary, ensuring that employees of the external company are provided with appropriate instruction (information) on any anchor points for personal protective equipment against falls from a height,
- Ensuring that protective measures are implemented (but not supervising persons from outside the company).

## DUTIES OF THE EMPLOYEE

In accordance with the Austrian Employee Protection Act, the employee is obliged to use the personal protective equipment (PPE) provided to them.

Correspondingly from Section §69 of the Austrian Employee Protection Act:

### Personal protective equipment

§69. (1) Personal protective equipment is any equipment intended to be used or worn by workers to protect them against a hazard to their safety or health at work, as well as any additional equipment used for the same purpose.

(2) Personal protective equipment must be provided by employers at their own expense if hazards cannot be avoided or sufficiently limited by collective technical protective measures or by work organisation measures.

(3) Employees are obliged to use personal protective equipment. Employers must not tolerate any behaviour by employees that contravenes this.

(4) Except in special cases, personal protective equipment may only be used for the purposes and under the conditions for which it is intended according to the manufacturer's or distributor's instructions.

(5) Personal protective equipment must be intended for personal use by a worker. If circumstances require use by different persons, appropriate measures must be taken to ensure that this does not result in health and hygiene problems for the various users.

(6) Employers shall ensure the proper functioning of personal protective equipment and satisfactory hygiene conditions by means of appropriate storage and adequate cleaning, maintenance, repair and replacement measures. In doing so, the information provided by the manufacturer and the person who placed the equipment on the market shall be taken into account.

(Note: Paragraph 7 repealed by Federal Law Gazette No. 60/2015)



## **WALKING ON ROOF AREAS**

When walking on roof areas, the roof exits, in particular the roof cupolas, are to be closed immediately after entering the roof area. Any danger from open roof domes must be ruled out.

**Weather conditions must be taken into account when accessing the roof! Entering the roof areas is prohibited in extreme weather conditions (fog, storms, black ice, snow, thunderstorms, etc.)!**

**Access in poor lighting conditions or at night is only permitted with sufficient artificial light (e.g. LED headlamp).**

### **SPECIAL CAUTION WITH ROOF DOMES**

**These are not “fall-through-proof” and therefore a distance of at least 2m must be maintained!**

## **WALKING ON ROOF SURFACES WITHOUT ANCHORAGE DEVICES**

The greatest care must be taken when walking on roof surfaces without any fall protection equipment. The distance to the edge must be at least 2 m and is to be maintained!

**Access is only permitted in an emergency and weather conditions are to be taken into account.**

In addition, the **definition of work on the roof areas of Technical University of Leoben** must be strictly adhered to.



## GENERAL INFORMATION ON WORKING WITH PERSONAL PROTECTIVE EQUIPMENT (PPE)

- In general, there is a safety obligation when working on roofs with a fall height of more than 3m.
- PPE (personal protective equipment against falls) is to be provided and used on all roof surfaces, if such fall protection equipment is available.
- In the event of a fall while wearing PPE, injury cannot be ruled out, but the severity of the consequences of injury can be reduced.
- The operating instructions for all PPE components are to be read and kept on record.
- PPE must be inspected annually. The test reports are to be kept in the maintenance department of the Facility Management, Technology and Central Purchasing Department!
- PPE must be handled with care. Wet PPE is to be hung up to dry.
- PPE is to be protected from chemical and mechanical influences.
- The PPE must be visually inspected before each use.
- Use only after instruction with practical exercises in accordance with the manufacturer's instructions for use.
- Only the PPE provided against falls from a height may be used.
- Modified, damaged, fall-loaded or dubious PPE against falls from a height must be withdrawn from use.
- It must be ensured that there is sufficient unobstructed space to allow the person who might fall to land safely.





## METHODS FOR SECURING WITH PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Helmets must be worn when working on fall edges.
- The harness is to be adapted to the wearer's body.
- The harness can optionally be connected to an anchorage device using an approved fall arrest system.

### Selecting fall arrest systems:

- Fall protection device
- Rope with an accompanying fall arrester
- Connecting devices with energy absorption.

### **FALL PROTECTION DEVICE**

Fall protection devices are designed for use on roofs and can therefore only be used in a horizontal position if the manufacturer permits this in the operating instructions.

### **MOVING ARREST DEVICE**

- A moving arrest device is either permanently connected to a kernmantle rope or it is removable. The rope provided must be used with the removable fall protection devices.
- Ropes may not be knotted.
- When using this device, ensure that the rope does not become slack.

### **CONNECTING DEVICES**

A connecting device must be equipped with energy absorption. It can either be single-strand or double-strand. In double-strand designs, one strand always remains in the fall protection device.

### **CARABINER**

Carabiners are usually equipped with a screw lock or an automatic lock. With screw locks in particular, it is important to ensure that they are always screwed shut after clipping.





## LEGAL PROVISIONS

The following are some legal provisions that are to be observed:

ASchG Austrian Employee Protection Act  
AStV Austrian Workplace Ordinance  
PSA-V Austrian Personal Protective Equipment Ordinance

Reference is also made to the **General Accident Insurance Institution [AUVA] Information Sheet M222 – Working on Roofs!**

In addition to the legal provisions, the following documents and forms are provided, and are to be taken into account and completed, respectively, prior to commencing work.

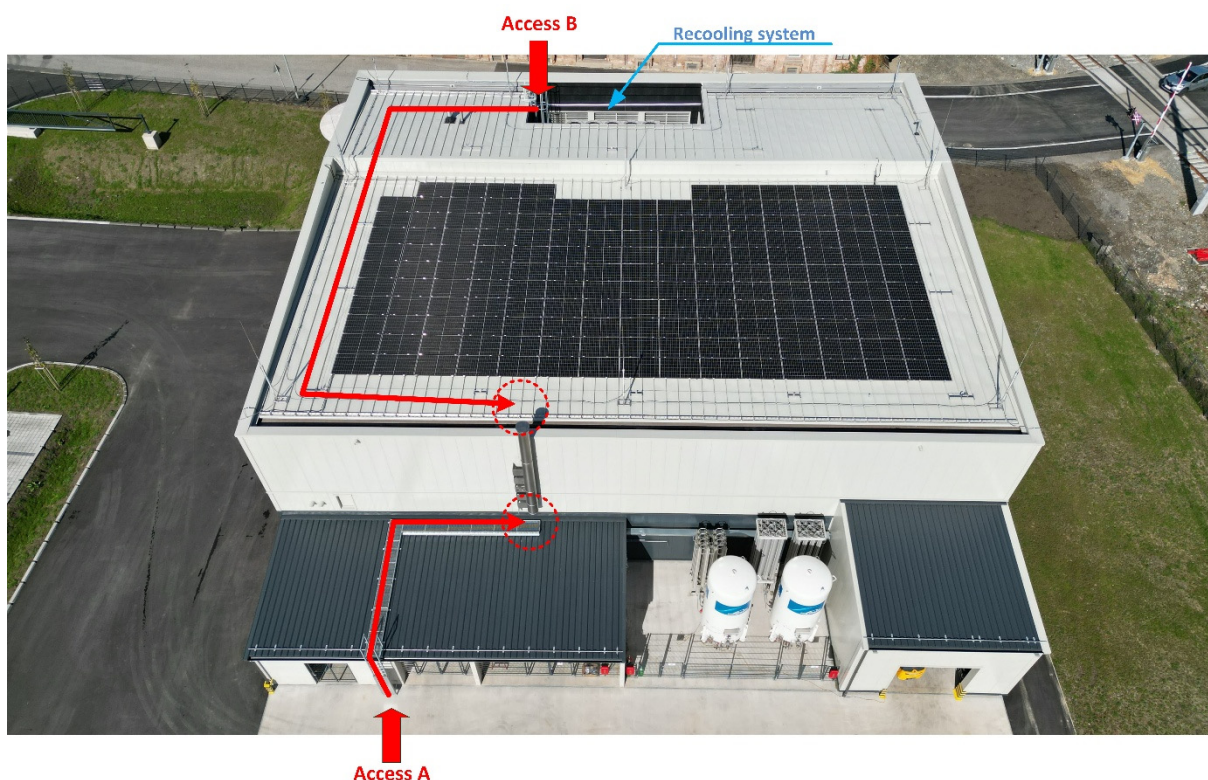
- ✓ **Occupational safety regulations for external companies/non-company employees**  
(provided by Service Department Buildings, Technology and Procurement – Maintenance Department.)
- ✓ **Definition of work on the roofs at Technical University of Leoben**  
(provided by Service Department Buildings, Technology and Procurement – Maintenance Department.)
- ✓ **Documents for subsequent work**  
(provided by Service Department Buildings, Technology and Procurement – Maintenance Department.)



## ACCESS TO THE ROOF OF THE HYDROGEN RESEARCH CENTRE

Access to the roof of the Hydrogen Research Centre is only permitted after prior instruction by **Mr David SCHEIBLEHNER**, as the competent person, and is primarily intended for employees of the **Technical University of Leoben** working in the Hydrogen Research Centre.

Access for employees of the Hydrogen Research Centre is strictly limited to maintenance and the functional testing of the chimney. In addition, periodic inspections of the chimney system are intended to enable the rapid detection of defects. Access is via the external ladder – **access point A** – and from inside the building via the roof access in the area of the recooling system – **access point B**. See the following illustration:



The roof area may only be accessed via **access point B** while using PPE. All PPE must be visually inspected and put on “BEFORE ENTERING THE ROOF AREA”.

The connection device (2) must be attached to the harness (3) through the anchorage device (1), which is designed as a rail system on the roof of the Hydrogen Research Centre.



Illustrative example



**Leoben, 07 May 2025**

### **Agreement**

Access to roof areas

Building: Main building

Location/area. Area 123

By issuing/accepting the transponder for access to roof areas  
at **Technical University of Leoben**, the key recipient confirms

- + to comply with the guidelines for access to roof areas,
- + to report entering and leaving the roof areas to the office (sign in/sign out),
- + to lock the access doors again immediately after access and
- + to have understood the safety instruction.

Details of the key recipient

|                   |                                 |
|-------------------|---------------------------------|
| Name:             | Karl Mustermann                 |
| OU:               | Central Information Services    |
| Telephone number: | +43 3842/123 4567               |
| email address:    | karl.mustermann@unileoben.ac.at |

The access authorisation exists for roof areas in the above **location/area**.

The transponder may not be passed on to **THIRD PARTIES**.

**The loss of the transponder** must be reported **immediately** to Ms Kathrin Moitzi, ext. 7064 in the Buildings, Technology and Procurement Department!

\_\_\_\_\_  
Karl Mustermann  
(Signature of key recipient)

### **Distribution list**

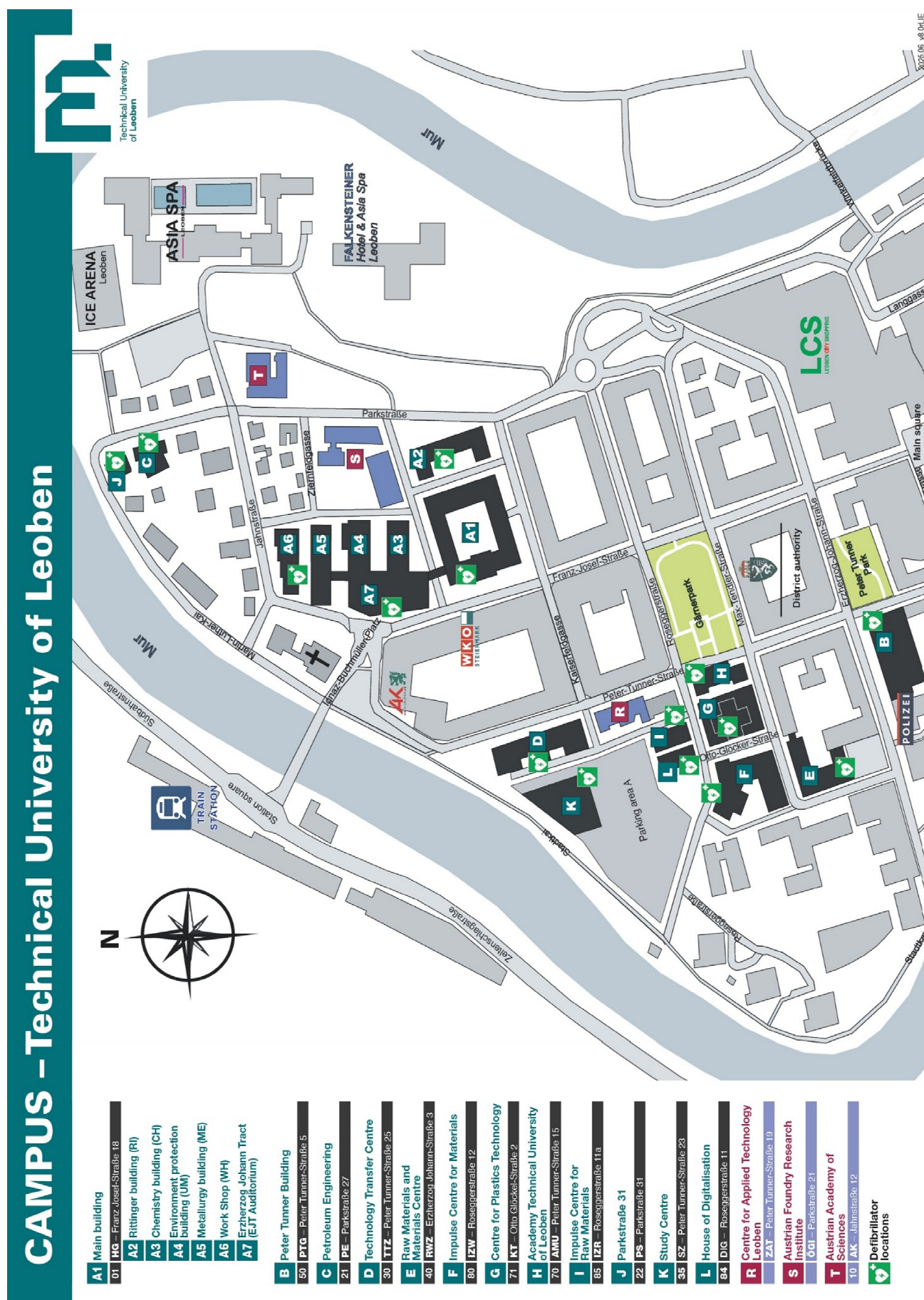
Electronic filing

Copy Employee

Archive Safety and health protection documents with the chair/institute.







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