



**M&J GROUP**  
CONSTRUCTION & ROOFING

# TOOLBOX TALKS

## #70 | WORKING AROUND ROOFLIGHTS



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## TOOL BOX TALK : #70 **WORKING AROUND ROOFLIGHTS**

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**Reason?** Rooflights are deemed fragile unless advised otherwise. They must be treated as though the aperture were open and falls, dropping of material etc, is a real risk.

**Why?** Persons on the roof and in the building are at risk unless these are protected.

**Outline** This talk will cover how to manage work in and around vulnerable rooflights, irrespective of whether they are being replaced or not.

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### **BEFORE-USE CHECKS:**

1. Obtain a roof plan indicating the position of rooflights.
2. Confirm whether your planned work will take you in the vicinity of these rooflights.
3. Confirm whether there are any records to establish if these rooflights are mansafe or not (no records means they are NOT SAFE)
4. Read your site specific Risk Assessment to establish what precautions you are to take.
5. If in doubt do **NOT PROCEED**, refer to your Contracts Manager.



## **Q1: WHAT MEASURES SHOULD I EXPECT TO SEE TO PROTECT THESE ROOFLIGHTS?**

1. All workers and/or visitors to site should undertake a site specific M&J Site Induction procedure, which will highlight particular risk areas, including at risk rooflights.
2. Before any work commences, the areas below the rooflights must be locked off from internal users. Either temporarily to allow external protection to be put in place or 'Permanently' until all works are complete.
3. Externally rooflights should be covered with rigid structural timber sheets or similar, of sufficient design and strength to make them mansafe and not vulnerable to deflection from point/impact loads

Or

4. Fixed walkway routes should be laid out diverting activities a safe distance away from at risk rooflights.

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## **Q2: IF I NEED TO REMOVE THE PROTECTION AND/OR ROOFLIGHT TO CARRY OUT MY WORK, HOW DO I DO THIS?**

5. First of all make sure all stakeholders are aware of the work, precisely when it will take place and for how long.
6. Ensure areas underneath the rooflight are screened from accidental trespass, using Chapter 8 Barriers internally, fall protection measures for operatives and appropriate warning signage for all



7. Where possible have the new rooflight unit ready to install or reinstall temporary protection.
  8. Only expose as much aperture at any one time as is necessary to carry out your work.
  9. Do not overreach always move the material and/or your position to suit.
  
  10. Do not work alone.
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## **HAZARDS**

- A. Avoid working in or adjacent to any apertures or fragile material whenever possible.
- B. Never attempt to repair any rooflights without all protection in place
- C. Never load or lean any material onto/against a rooflight.
- D. Old Georgian wire rooflights will have sharp edges, which can cause deep cuts. Always wear appropriate PPE (cut proof gloves) when handling.



## **DO YOU HAVE ANY QUESTIONS FOR ME?**

### **Example Questions**

- Q: How do I protect a domed or pyramid style rooflight?  
A: If it cannot be protected by physical barriers, then you must construct a suitable over covering structure as Q1 - 3
- Q: What do I do if I think the rooflights are not properly protected?  
A: Stop work immediately, leave the roof and call your Contracts Manager

Do you have any further questions?

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**THERE IS NO SUCH THING AS AN ACCIDENT  
SOMEONE, SOMEWHERE DID SOMETHING TO CAUSE IT.**

Presented by : \_\_\_\_\_ Date \_\_\_\_\_

Presented to : \_\_\_\_\_ Signature \_\_\_\_\_