



School of Earth & Environmental Sciences

SEES After Hours Work Policy

1 Purpose of Policy

1. Working After Hours may increase the risks of certain hazards due to the reduced availability of staff to assist in the event of an incident. University response personnel may not be available outside normal working hours. SEES is committed to reducing the risk of a person being unable to summon help in the event of an incident or accident. This policy defines the type of work that is acceptable and the procedures to be completed when work is to be undertaken outside normal working hours including weekends and public holidays.

2 Application & Scope

1. This policy applies to all students, staff and visitors located within the School of Earth & Environmental Sciences who enter SEES work premises out of normal working hours to carry out work. This includes offices, field stores and laboratories.
2. All members of the unit should be aware of their responsibilities and obligations within this policy. Supervisors have the responsibility to ensure that all students within their research group are aware and abide by this policy.
3. This policy is consistent with the University [Working Alone and After Hours Guideline](#) (PER-OHS-GUI-164.7) and [Emergency Procedures Guide](#).

3 Definitions

Word/Term	Definition
After Hours	Weekdays 6.30pm to 8.00am , Weekends (Saturday/Sunday) & public holidays.
Categories of Work	There are three categories of work. Work is categorised depending on the level of risk. Different categories of work are permitted at different times.
Normal Working Hours	Weekdays, Monday to Friday, 8.00am to 6.30pm (excludes public holidays).
SEES Work premises	Offices and laboratories located in Building 41, Building 41A and Building 43 currently occupied by School of Earth & Environmental Sciences.
Work	All activity undertaken on behalf of the University of Wollongong including laboratory work, fieldwork, data analysis, clerical work and study.
Worker	All staff, students and visitors undertaking work for SEES.

4 After Hours Access

1. Access to SEES work premises, between the hours of 6.30pm and 8.00am and on weekends is regulated via an electronic access card. Outside of these hours entrance doors must remain locked. Approval must be obtained from a Supervisor & HOS prior to obtaining 'After Hours' access.
2. Personal safety issues may need to be taken into account when leaving a building after dark. There is a safe escort service provide by Security. Safe escorts are generally provided to staff or students returning to their motor vehicles, walking to the bus stops on campus or in Northfields Avenue after dark. Call Security on extension 4555 if you wish to use this service.



3. A risk assessment must be completed and approved before After Hours work commences. SafetyNet should be used to document any moderate to high risk activities.

5 Approval to undertake work Out of Hours

1. All staff & research students should complete a SEES After Hours Authority form (Appendix A) prior to starting work After Hours.
2. Forms must be signed by Supervisor/s and submitted to the School Office for archiving. A new After Hours authority is required if there is
 - 2.1. An increase in risk for work that will be undertaken, or
 - 2.2. Change to the work location.

6 Categories of Work

1. The following table outlines the categories of work, which are permitted at certain times.

Risk Category	Time	Example of work permitted
1 Low	Anytime	Reading, writing or the use of instruments which are considered low risk. For example data analysis in the SAL, loading a non-hazardous chemical into a low risk instrument such as a mass spectrometer.
2 Medium	Between 6.30am - 10.00pm Monday to Friday (excludes public holidays)	Any laboratory work that does not involve toxic or potentially explosive substances or large quantities of flammable liquid or use of power tools, unless under direct Supervision. An activity with a moderate - high element of risk, such as core cutting, should not be carried out alone. Supervisors must be consulted in advance to review and approve risk assessments!
3 High	During normal working hours Monday to Friday 8.00am to 6.30pm (excludes public holidays)	Work involving highly toxic or potentially explosive substances or involving large quantities of flammable solvents. Work at heights or in confined spaces. Undertaking maintenance of equipment or using power hand tools.

2. Research students and assistants may only work after-hours on category 1 and 2 work with permission from their Supervisor.
3. All potentially hazardous processes unattended at any time between 6.30pm and 8.00am must be clearly labelled with an "[Overnight / Unattended Experiment](#)" form, which must include a contact name and phone number for emergencies.
4. Hazardous, overnight or long duration activities must be discussed with a supervisor and risk assessment forms approved before the activity commences.

7 Working Alone

5. Staff and students generally should not work alone in:



- 5.1. laboratories where hazardous substances are handled or housed, or where there is a risk of injury from work being carried out.
- 5.2. areas where power or hand-held tools are used and there is medium – high risk of injury from this equipment.
- 5.3. areas where moving machinery is used.
6. All workers must ensure that doors are locked behind them when entering or leaving the building.
7. When after-hours **category 2** work is being performed, it is recommended that **at least two people are within the same close proximity area**. Close proximity areas are defined to ensure that in the event of an incident, the alarm can be raised.

Close Proximity Areas	<p>A – Building 41 ground floor north 41.G01, 41.G18</p> <p>B – Building 41 ground floor south 41.GS4,</p> <p>C – Building 41 ground floor 41.G55 – 41.G56</p> <p>D - Building 41 ground floor 41.G58 - 41.G63</p> <p>E – Building 41 third floor 41.301</p> <p>F – Building 41 third floor 41.342-343</p> <p>G – Building 41A second floor 41.265 - 41.273</p>
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8 Emergencies Out of Hours

- All phones can be used for emergency communication out of hours. The emergency phone number for Security is **4900**. To contact Emergency Services (Fire/Police/Ambulance) dial **0 000** from a UOW phone or **000** from a mobile phone.
- Activate the **Emergency** button in the **SafeZone** app on your mobile phone.
- For power or water failures in UOW facilities out of hours, call Security on phone extension 4555. [SEES WHS contact information](http://smah.uow.edu.au/sees/health-safety/) is available on the SEES WHS website at <http://smah.uow.edu.au/sees/health-safety/>.
- Visible, typed instructions with contact details for emergency situations should be clearly displayed for highly specialised equipment or activities, especially those at risk in the event of power or water failure.

9 Roles & Responsibilities

1. Implementation and ongoing compliance with this policy is the responsibility of the Head of School and Supervisors of staff and research students as well as area or equipment supervisors.
2. All supervisors who allow staff or students afterhours access to a SEES workplace are responsible for the implementation of this procedure.
3. Students and Staff are responsible for taking all reasonably practicable steps to ensure their own safety and security when working after hours and are required to adhere to this After Hours Work Policy and any additional requirements from Head of School or Supervisor to be authorised for access to SEES premises.

10 Document Control and Change History

Date approved:	8/2/10	Date Policy will take effect:	26/6/16	Date of Next Review:	30/6/18
Approved by:	Colin Murray Wallace				



Custodian title & e-mail address:	SEES Administration Assistant sees-administration@uow.edu.au		
Author:	Sandra Chapman		
Responsible Unit:	School of Earth & Environmental Sciences		
Supporting documents, procedures & forms of this policy:	Working Alone and After Hours Guideline (PER-OHS-GUI-164.2) http://staff.uow.edu.au/ohs/workingsafely/workingaloneafterhours/ Security Services and Contact numbers http://www.uow.edu.au/about/security Emergency and Evacuation Guidelines http://staff.uow.edu.au/ohs/emergencies/emergency/		
References & Legislation:	N/A		
Audience:	Public – accessible to anyone		
Expiry Date of Policy:	N/A		
Version Control	Date Effective	Approved By	Amendment
1	8 February 2010	Colin Murray-Wallace, HOS	
1.1	26 June 2016	Zenobia Jacobs, HOS	Minor updates by Ellen Manning.



Appendix A

School of Earth & Environmental Sciences

AFTER HOURS ACCESS AUTHORITY (Issued without Alteration)

Permission to enter SEES premises

This is to certify that _____

 (First Name) Last Name

has permission to access Building _____
 Workspaces _____

for the period Commencement Date _____
 Completion Date _____

After Hours between 6.30pm to 8.00am weekdays Weekends

Permission ceases to apply after the completion date

Permission to use Equipment

Authorisation of equipment to be used After Hours will depend upon the Risk Rating of the equipment and level of competency required to operate the equipment.

This authority permits the user to operate the following equipment After Hours

Equipment	Risk Rating		
_____	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High
_____	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High
_____	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High
_____	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High

Acknowledgement of Authorisation

Students and Staff, working out of hours, should be reminded that they should carry with them their staff or student identification card, else this authority will have no effect. Any authorised person should contact Security to organise the removal of any person who is not authorised to enter SEES premises. If a person is trespassing, or committing an offence against the Enclosed Lands Act, 1901, contact University Security on extension 4555.

I have read and understand all the above conditions.

Signature _____ Student /Staff # _____ Date _____

Authorising Officer (Academic Supervisor)

Name _____ Signature _____ Date _____