

AREAS WITH UNSUPERVISED AND AFTER HOURS ACCESS

These guidelines have been developed for staff or students working outside the hours of 7:00 am and 7:00 pm Monday to Friday, or on weekends. Heads of Departments should ensure that these guidelines are followed and that staff and students have been made aware of their contents to ensure that adequate health, safety and security measures are in place:

Student Laboratories / Study Areas - Unsupervised

1. Areas open to students without supervision should be assessed for Security Camera operation.
2. Security access to the area should be in the form of a swipe card or controlled Key access, and swipe cards should be programmed with an expiry date for students.
3. Prior to the provision of a swipe card or key, students using computer or other after hours facilities should be advised of the appropriate safety and security procedures such as how to contact Security, responsibilities of students etc.
4. Areas should have regular inspections using the University Office or Laboratory Inspection Checklist. Completion of these checklists is the responsibility of the controlling Department or Unit.
5. Signage indicating emergency evacuation routes, assembly areas, first aid kits and emergency equipment should be prominently displayed in the area.
6. Security should be able to be contacted by Phone or Alarm Button at all times.

Laboratory and Office Areas

Approval from the Head of Department or a Departmental Communication outlining OHS Responsibilities (see sample memo “Areas with Unsupervised and After Hours Access”) is required for all staff and students who propose to work on campus out of hours for either a single instance, or as an ongoing action. Procedure After Hours Risk Management (UOM 323) should be consulted prior to staff and students undertaking work out of hours and the following guidelines complied with:

1. Areas should have regular inspections using the University Office or Laboratory Inspection Checklist. Completion of these checklists is the responsibility of the Supervisor of the Facility
2. A log book or white board should be provided for staff and students for recording their name, location, time and date of entry after hours.
3. Staff and students should have access to a phone in case of emergency to call Security.
4. Security is to be notified on 8344 4674 for staff or students to have their location details recorded in case of emergency.
5. Staff and students should be advised of procedures such as keeping corridors locked, switching on lights, etc.
6. Staff and Students must ensure that they carry their Identification Card at all times.
7. The need to have personal panic alarms for staff and students working in remote or isolated areas such as animal houses or in facilities should be assessed.
8. Ensure that all non standard activities have a documented Risk Assessment and that no High Risk activities are undertaken after hours. Control measures should be adequate to reduce the risk of activities to a medium or low risk. (office work is excluded from this requirement). Copies of risk assessments should be maintained by the Laboratory Manager or Laboratory Supervisor.

Lecture Theatres

1. Where lecture theatres are booked after hours, the time and duration of the activity should be reported to Security on 8344 4674.
2. Emergency and evacuation plans are displayed in every Lecture Theatre.