

## MEMORANDUM

To: Staff and Students in Department

From: Head of Department

Date:

### AREAS WITH UNSUPERVISED AND AFTER HOURS ACCESS – SAMPLE MEMO

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Staff and students should be aware of their responsibilities when working out of hours. Please ensure that when using laboratories, study areas and other core facilities outside the hours of 7:00 am and 7:00 pm Monday to Friday, or on weekends that all safety precautions are followed. *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 should 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 aware 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 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 to medium or low (office work is excluded). Copies of risk assessments should be maintained by the Laboratory Manager or Laboratory Supervisor.
9. Where lecture theatres or other tutorial rooms are booked after hours, the time and duration of the activity should be reported to Security on 8344 4674.
10. Security escorts are available on campus and surrounding areas, to accompany staff and students working in unsupervised areas and after hours to public transport or their vehicles. Staff and students can make arrangements for this service by contacting Security on 8344 4674.