Faculty of Engineering

The University of New South Wales

Working After Hours Guideline

This document forms the guidelines for Schools in the Faculty of Engineering to develop local procedures for Working After Hours. The document was approved by the Faculty Level 2 OHS Committee on the 12th August 2004. This Guideline is identical to the draft UNSW Working After Hours Guideline.

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1 Purpose

The purpose of this Guideline is to help standardise and clarify procedures relating to working outside of the University of New South Wales core working hours (After Hours). The Guideline will help local areas strike a balance between the issues of academic freedom and those of occupational health and safety (OHS). The Guideline will assist local areas develop procedures based on the 4 main issues for managing After Hours Work. It is our intention to ensure those students, staff and visitors are protected while working in all facilities at the University of New South Wales (UNSW)

2 Scope

This Guideline applies to all UNSW facilities where staff, students and visitors (Worker) intend to work or study (Work) After Hours. Groups contracting with UNSW to use its facilities After Hours will make other arrangements with the Unit / School / Department (Local Unit) hosting the event and with UNSW Security and Facilities Department to ensure the safety and security of group members and UNSW facilities.

Exclusions: The following people or activities are not covered by this Guideline:

- working in Confined spaces;
- on Campus residences;
- staff, students or visitors conducting fieldwork.

3 Definitions

Moderate Risk Facilities: This includes UNSW laboratories or facilities where moderate risk activities are undertaken (see examples of moderate risk activities) or the facility has been designated as a moderate risk facility eg PC2 laboratory, Low level Radiation laboratory, Work Shop or Construction site, Class 3 Laser laboratory and a general Chemistry Laboratory etc

High Risk Facilities: UNSW laboratories or facilities where high risk activities are undertaken (see examples of high risk activities) or the facility has been designated as a high risk facility eg PC3 or PC4 laboratory, Medium or High Level Radiation Laboratory Class 4 Laser Laboratory etc

Local Unit: The Unit / School / Department responsible for supervision of the Worker undertaking After Hours Work

Work: Applies to all types of activities undertaken on behalf of UNSW including laboratory processes, clerical work or study.

Worker: All staff, students or visitors undertaking UNSW Work

4 Responsibilities

For general staff, student and visitor responsibilities consult the current UNSW OHS Responsibility and Accountability Policy.

The implementation and ongoing compliance with this Guideline is the responsibility of all Deans, Department Heads and Supervisors.

Departments / Units / Centres who allow After Hours access to "Moderate or High Risk facilities" are responsible for the development of a procedure that includes the requirements of this Guideline.

The Risk Management Unit has the responsibility for conducting periodic audits of the UNSW OHS Management System (OHSMS) to help identify implementation of UNSW After Hours Policy and Guideline. The RMU has the responsibility for reviewing the After Hours Policy and Guideline as required and supplying the documents for consultation prior to modification or amendment.

Staff and Students (Workers) are responsible for taking all reasonably practicable steps to ensure their own safety and security when working After Hours, following to the requirements of this Guideline and any additional procedures put in place by your Supervisor, Head of Schools, Departments, Research Centres and Administrative Units.

5 After Hours Requirements – Minimum Guidelines

When working After Hours the risks of certain hazards may be increased due to the reduction in immediate assistance in the event of an accident or incident. Outside of UNSW core working hours, trained UNSW emergency response personnel may be unavailable. These may include: SECO's and Floor Wardens for building evacuation, First Aid Officers and the UNSW Health Centre.

Prior to allowing students, staff or visitors to Work After Hours, the Local Unit must develop a Local After Hours Procedure incorporating the 4 main steps of managing After Hours Work (see Section 5.1).

Note: Undergraduate student should not be allowed to Work unsupervised After Hours in any facility (other than appropriate computer laboratories, study areas and libraries).

5.1 Local Procedure requirements

There are 4 main steps involved in managing After Hours Work, each of the 4 steps will be explained in this Guideline.

1. Risk Assessment – risk rating of the work
    - Identify, Assess, Control the hazards
    - Supervision requirements
2. Competency of Worker
3. Approval to undertake the work
4. Review of after hours process / procedure / activities

The After Hours Procedure that is developed by the Local Unit must contain and address the 4 elements listed above.

5.1.1 Risk Assessments for After Hours Work

Like all work or study at the UNSW, working After Hours requires a risk assessment to be undertaken before the work can commence. The risk assessment must:
1. Identify all foreseeable hazards associated with the work
2. Assess the risk(s) of each hazard
3. Control the hazards/risks to a level that is acceptable (reasonably practicable)

The risk assessment will identify a risk rating for each hazard in the task (eg low, medium, high, extreme), this risk rating is used to determine:
- The level of supervision required
- The type of authorisation required
- If the task can be undertaken by students or staff

The following issues should be reviewed as part of the risk assessment process for any after hours work:

- Supervision required for staff or student to complete that task. Students require appropriate supervision, which needs to be defined / assessed in the risk assessment.

- Decreased level of UNSW emergency personnel assistance in the event of an accident or incident eg Floor Wardens and First Aid Officer
- Possible consequences of unattended reactions, experiments or equipment in the area.
- Competency and level of experience, skill and training of the individual undertaking the work
- The number of people present in the area after normal working hours
- Whether the substance, equipment or work is too hazardous or dangerous to be conducted after hours
- Have the staff or student been trained in after hours emergency procedures
- Availability of a "buddy" for backup support / communication
- Access to method of communication (landline phone / mobile phone)
- Security of area where work is to be performed
- The method of journey home and route to transport may need to be considered

Note: this is not an exhaustive list

All after hours risk assessments should take into account the possible increased in risk of reduced UNSW emergency services.

5.1.2 Competency of the Worker

The local supervisor must determine if the Worker who will be undertaking the After Hours Work is competent to undertake that Work. The supervisor must document this assessment of competency as part of the approval process for undertaking the After Hours Work. This is required under UNSW OHS records requirement.

Only staff and students who are deemed competent for all the tasks required for the After Hours Work can Work After Hours.

5.1.3 Approval to Work or Study After Hours

Staff and student are required to obtain their supervisor's permission to undertake After Hours Work. This permission should be documented and records maintained for audit purposes.

The supervisor must specify in the approval:
- duration of the approval,
- procedures, equipment, areas that can be accessed / used,
- tasks that can be undertaken

5.1.4 General Guidelines

All Undergraduate students (excluding competent Honours students) should not work in laboratories after hours unless they have immediate supervision by a qualified member of UNSW staff.

All staff and students working outside of normal working hours must carry their UNSW identification card. Any persons found without their UNSW identification or appropriate authority form the Head of School, (in the case of persons acting as

"Security Buddy") will be asked to vacate the building by Security. No unauthorised persons are permitted into the UNSW buildings.

All staff and students must have their supervisor's permission and a risk assessment for the after hours work to be conducted, before any after hours work or study can commence.

Table 1 Suggested Standard Types and Approvals Levels

Level of Hazard Risk Rating	***Suggested Type of Approval Required***	***Note***
Low	"Block Approval" may be given for this type of work eg a competent worker: • regularly stays back to 8pm in an office environment every night. • may stay back to midnight every night for 4 weeks taking readings from low risk experiment	Most laboratories are deemed as potentially containing moderate hazards. Low risk work in a laboratory may be deemed as a moderate hazard due to the surrounding laboratory hazards
Medium	"Block Approval" may be given for this type of work eg a competent worker: • culturing risk group 2 cultures • undertaking laboratory low risk work in a medium risk laboratory • working with small volumes of hazardous substances where the risk assessment identifies the risk as moderate	Some moderate risk activities require appropriate supervision eg Post Graduate students undertaking Radiation work may require immediate supervision.
High	"Individual Approval" may be given to a worker provided adequate controls have been implemented as described in a relevant Legislation, Code of Practice or Australian Standard. The above documents identify current accepted work practices for these high-risk activities. See the list of high risk activities below	Students must not undertake work where the risk is identified as high without Head of School approval Every effort should be made to reduce the level of risk
Extreme	No Approval	No staff or student should undertake high risk activities

6 List of High-Risk hazards (AS2243.1:1997)

High-risk hazards, which may be encountered, include the following:

- Operating equipment or machinery, including workshop machinery capable of inflicting serious injury, such as chainsaws, firearms, lathes and power saws.
- Handling venomous reptiles, insects, arthropods or fish.
- Working with, or near, highly toxic or corrosive substances where there is a significant risk of exposure to the substance, taking into account the volume used.
- Working with large animals other than for the purpose of feeding or observation.
- Using apparatus that could result in explosion, implosion, or the release of high energy fragments or significant amounts of toxic or environmentally damaging hazardous material.
- Climbing towers or high ladders.
- Working with exposed energised electrical or electronic systems with powers exceeding 100 VA and voltages exceeding 40 V.
- Working with radionuclides requiring a high level laboratory in accordance with AS 2243.4:1998
- Working with microorganisms of Risk Group 3 and higher, or which require the use of a Containment Level 3 facility or higher containment level in accordance with AS/NZS 2243.3.
- Operating lasers of Class 3 and above.
- Working in environments not at atmospheric pressure, such as SCUBA diving.

7 References

NSW Occupational Safety and Health Act 2000
NSW Occupational Safety and Health Regulation 2001
Australian /New Zealand Standard 2243.1:1997. Safety in Laboratories. Part 1 General
WorkSafe WA: Guidance Note: Working Alone 1999

8 Acknowledgments

Uni WA

Monash Uni

Uni UTS