

After Hours Access

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 7:45 am and 6.00 pm Monday to Friday, or on weekends and public holidays, that all safety precautions are followed.

The EHS Manual Section 5.1.2: <http://www.unimelb.edu.au/ehsm/5.html#5.1.2>. should be consulted prior to staff and students undertaking work out of hours, and the following guidelines complied with:

1. All staff and students must record their name, location, entry and exit time and date in the After Hours Register located in the East Wing foyer. Failure to do so will result in withdrawal of the privilege of out of normal hours access.
2. Only people directly affiliated with the School are given access to the building after hours. They include staff, post-grad students and accredited visitors. Casual staff requiring after hours access must first receive authorisation from the Head of School. Family members and friends are generally not permitted in the building after hours, but in the rare event that they need to be present, they **must be escorted at all times, must never be permitted to enter a laboratory and should be strictly limited to one person.**
3. No one should work alone in a laboratory, outside normal hours without approval. If they intend working in the building on their own after hours they should not carry out hazardous operations and should inform someone of their presence in the school and their expected time of departure.
4. Staff and students should have access to a phone in case of emergency to call Security. If possible, carry a mobile phone at all times. **University Security Emergency 8344 6666.**
5. Staff and Students must ensure that they carry their Identification Card at all times. Security has the right to escort people out of the building for failing to produce their card.
6. Ensure non standard activities have a documented Risk Assessment and that High Risk* activities are not undertaken alone after hours. Control measures should be adequate to reduce the risk to medium or low (office work is excluded). Unless the risk assessment demonstrates no risk, or low risk, students must be supervised when working in a laboratory after hours. Copies of risk assessments are kept in the Laboratory EHS Folder or by the Laboratory Supervisor.
7. Areas should have regular inspections using the Office or Laboratory Inspection Checklist. Completion of these checklists is the responsibility of the Supervisor of the Facility.
8. When vacating the laboratory/office area, even for a short break, ensure you lock your door behind you. For safety and security reasons laboratories and instrument rooms must remain locked at all times if they are unoccupied. There are times on weekends or evenings where there are functions on or visitors present in the building who may wander around unchecked.

Personal Safety

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 University Security on 8344 4674 or Free call 1800 24 6066.

***High Risk Activities (Not to be undertaken alone or after hours alone)**

- Work with or near, highly toxic or corrosive substances where there is a significant risk of exposure to the substances, taking into account the volume used.
- Operate equipment or machinery capable of inflicting serious injury, such as lathes and power saws.
- Use apparatus that could result in explosion, implosion, or the release of high energy fragments or significant amounts of toxic or environmentally damaging hazardous material
- Operate lasers of Class 3 and above.