

 UNSW THE UNIVERSITY OF NEW SOUTH WALES	Working After Hours Procedure
UNSW Procedure	
Control number	OHS322
Linked UNSW Policy	This procedure details actions and processes pursuant to the UNSW OHS Policy
Responsible Officer	Director, Human Resources
Authorisation	Director, Human Resources
Contact Officer	Manager, OHS and Workers Compensation
Effective Date	1 January 2007
Superseded Documents	OHS322-2006 Working After Hours Policy and Working After Hours Guideline
Review	This procedure will be reviewed in accordance with the OHS Management System Review Procedure.
File Number	TRIM 2005/2280

1. Purpose

To ensure adequate controls have been established where staff work outside of the University of New South Wales (UNSW) core working hours. This procedure will provide the structure for local areas to manage flexible working hours and the associated occupational health and safety (OHS) risks. UNSW is committed to ensuring the health, safety and welfare of staff, students and visitors working in all facilities after hours.

2. Scope

This procedure applies to all UNSW staff and UNSW facilities where staff, students and visitors work or study after hours.

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

- working in confined spaces;
- on campus residences;
- staff, students or visitors conducting fieldwork.

3. Definitions

After Hours: After hours is any time between the hours of 6pm – 8am Monday to Friday and all day Saturday and Sunday.

High risk facilities: UNSW laboratories or facilities where high risk activities are undertaken or the facility is designated as a high risk facility. This includes but is not limited to PC3 and PC4 laboratories, medium or high level radiation laboratories and class 4 laser laboratories.

Local unit: The School/Unit/ responsible for the supervision of the staff, students or visitors undertaking the work.

Moderate risk facilities: UNSW laboratories or facilities where moderate risk activities are undertaken or the facility is designated as a moderate risk facility. This includes but is not limited to PC2 laboratories, low level radiation laboratories, workshops, construction sites, class 3 laser laboratories and general chemistry laboratories.

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

Worker: All staff, students and visitors undertaking UNSW work

4. Procedure

4.1 Responsibility for managing after hours work is as follows:

Deans, Division Head and Supervisors

The implementation and ongoing compliance with this Procedure is the responsibility of all Deans, Department Heads, Head of Schools or Business Units and Supervisors.

All supervisors who allow staff or students After Hours access to a UNSW work place designated, "Moderate or High Risk facilities" are responsible for the implementation of this Procedure.

Staff and Students are responsible for taking all reasonably practicable steps to ensure their own safety and security when working after hours and shall follow the Working After Hours Procedure and any other additional requirements set by the Head of School, Divisional Manager or supervisor.

For general staff, student and visitor responsibilities, consult the current UNSW Delegations of Authority document.

4.2 Managing after hours work

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 address 4 main steps identified below for managing After Hours Work.

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

There are 4 main steps involved in managing After Hours Work:

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

4.2.1 Risk assessment

A risk assessment shall be conducted for after hours work and this must be done before the work can commence. The risk assessment must:

- identify all foreseeable hazards arising from the work
- assess the risk(s) of each hazard
- control the hazard/risks to a level that is acceptable (reasonably practicable)

The risk assessment will identify a risk rating for each hazard in the task or process eg low, medium, high, very high. This rating is used to determine:

- the level of supervision required
- the type of authorisation required
- if the task can be undertaken by students in addition to staff

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

- supervision required for staff or students to complete the task or process (Students require appropriate supervision which must be defined/assessed in the risk assessment);
- the level of UNSW emergency personnel assistance available after hours in the event of an incident eg fire wardens and first aid officers;
- consequences of unattended experiments or equipment during after hours work;
- competency and level of experience, skill and training of the individual undertaking the work;
- the number of people working in the area after hours ;
- whether the substance, equipment or work is too hazardous or dangerous to be used after hours;
- availability of a “buddy” for backup support/communication;
- access to a method of communication (landline phone or mobile phone);
- security in the area where work is being undertaken;
- the journey to and from where the work is being conducted and the mode of transport.

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

For information on how to undertake a risk assessment see UNSW Risk Management Program – Risk Assessment Section.

4.2.2 Competency of the worker

The supervisor must determine that the worker undertaking the After Hours work is competent to undertake the work. The supervisor shall document the assessment of competency and retain a copy of the assessment as a requirement of the UNSW OHS Document Control Procedure. Only workers who are deemed competent may work After Hours (for information on worker competency see OHS Training Procedure – Competency section).

4.2.3 Approval to undertake work

Workers are required to obtain approval to undertake after hours work from their supervisor. The approval must be documented and a copy retained by the authorising officer, School, Unit or Department.

The approval must specify:

- duration of approval
- procedure, equipment, areas that can be accessed/used
- tasks that can be undertaken
- verification that a risk assessment has been undertaken

4.2.4 Review of the After Hours process/procedures/activities

A review of the After Hours process/procedures/activities is required when there is a change in the workplace or activities being undertaken, in response to legislative changes or as part of the OHSMS review.

4.3 Additional Requirements

- All undergraduate students (excluding competent honours students) must not work after hours unless they have immediate supervision from a qualified UNSW staff member
- All staff and students working after hours must carry their UNSW identification card. Any persons found without their UNSW identification card or appropriate authority from the Head of School (in the case of a person acting as a “buddy”) will be asked to vacate the area by Security
- No unauthorised persons are permitted into the UNSW buildings

4.4 Suggested Standard Types

Level of Hazard Risk Rating	Suggested Type of Approval Required	Note
Low	<p>“Block Approval” may be given for this type of work eg a competent worker:</p> <ul style="list-style-type: none"> 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	<p>“Block Approval” may be given for this type of work eg a competent worker:</p> <ul style="list-style-type: none"> 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	<p>“Individual Approval” may be given to a worker provided the hierarchy of controls has been used and adequate controls have been implemented and documented. See the list of high risk activities - Section 6 List of High Risk Hazards</p>	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
Very High	No work is to be conducted where the risk is identified as Very High. Every effort should be made to reduce the level of risk	No staff or student should undertake very High risk activities

4.5 List of High-Risk hazards (AS2243.1:2005)

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 large animals other than for the purpose of feeding or observation.
- Working with, or near, toxic or corrosive substances where there is a significant risk of exposure to the substance, taking into account the volume used.
- 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 energized electrical or electronic systems with nominal voltages exceeding 50 V a.c. or 120 V ripple-free d.c.
- NOTE: These limits are for dry, indoor conditions and a more conservative approach should be taken in other conditions.
- Working with radionuclides requiring a high level laboratory in accordance with
- AS 2243.4 for Australia and the National Radiation Laboratory Code of safe practice for the use of unsealed radioactive materials, NRL C1, for New Zealand.
- 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.

5. Legal & Policy Framework

NSW Occupational Health and Safety Act 2000

NSW Occupational Health and Safety Regulation 2001

Australian/New Zealand Standard 2243.1:2005. Safety in Laboratories, Planning and Operational Aspects

Worksafe WA: Guidance Note – Working Alone 1999

Associated Documents

UNSW Delegations of Authority Document

UNSW Records Procedure

UNSW Confined Space Procedure

UNSW Fieldwork Guideline

UNSW Risk Rating System

6. Evaluation & History

6.1 Modifications

Version	Date	Author	Approval	Sections modified	Details of amendments

7. Acknowledgements

University of Western Australia

Monash University

University of Technology, Sydney