

# Working Alone or After Hours Protocol

## CEE008

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<b>Related documents:</b>	HS322 Working After Hours Guideline HS703 After Hours Approval Form

### 1. Purpose – context for development of the protocol

This document indicates how the UNSW Working Alone or After Hours Guideline is applied at a practical local level in the School of Civil and Environmental Engineering. Adequate health and safety risk controls must be established where people work alone or outside of the University of New South Wales (UNSW) core working hours.

### 2. Scope – to which positions/groups does the protocol apply

This applies to all persons (staff, students, locally-engaged contractors, visitors etc) in the school who work alone or after hours.

### 3. Definitions and acronyms used

**UNSW After-Hours:** UNSW after hours is 6:00pm to 8:00am Monday to Friday and all day Saturday, Sunday, and Public and University Holidays. However due to school staffing arrangements Civil after hours is defined differently as outlined below.

**Randwick After-Hours:** Refers to any time between the hours of 4:00pm to 8:00am Monday to Friday and all day Saturday, Sunday, and Public and University Holidays.

**Kensington After-Hours:** Refers to any time between the hours of 5:00pm to 8:00am Monday to Friday and all day Saturday, Sunday, and Public and University Holidays.

**Manly Vale After-Hours:** Refers to any time between the hours of 6:00pm to 7:00am Monday to Friday and all day Saturday, Sunday, and Public and University Holidays.

**Working alone:** Means work that is isolated from the assistance of other persons because of location or nature of the work. Assistance from other people includes rescue, medical assistance and emergency services.

**Supervisors:** Project/Academic Supervisor

**Laboratory Manager:** Water Quality Labs Laboratory Manager

	Infrastructure Laboratory Manager
	Water Research Laboratory Manager
RIPA Folder:	Registration, Induction and Project (Risk) Assessment
RMF:	Risk Management Form
SWP:	Safe Work Procedures

#### 4. Protocol statement

Core access to main buildings (office and circulation spaces) provided to all staff and students UNSW swipe access card is as below:

- H22 & H20 Undergraduate students: 8am – 10pm.
- H22 & H20 Staff and research students: 24 hours, 7 days per week.
- H22 & H20 Lab access (H20 & H22) core hours: 8am – 5pm.
- Manly Vale campus: Key issue only.
- Randwick (R9 building): 8am – 4pm

Staff and students carrying out low risk activities in a low risk environment (for example, in the office) alone or after works do not require formal approval. For all other activities the approval process in this protocol must be followed.

Honours students working alone and/or after hours is strongly discouraged. Where it is required the approval process below must be followed and the Head of School approval obtained.

##### 4.1 Risk Management and Approval

Supervisors must take into account the level of risk posed by the alone/after-hours activity together with the category of staff or student who will be undertaking that activity. While working alone or after hours there is likely to be a reduced emergency response. For full details of hazards and controls refer to section 3.4 of HS322 Working Alone or After Hours Guideline.

The process for working alone or after hours is as follows:

1. There must be a Risk Management Form (RMF) completed for the project including an after-hours/alone consideration or a RMF specifically for After Hours/Alone work. The RMF must be approved by the Supervisor.
2. HS703 Work Alone or After Hours approval form must be completed by the staff or student and approved by the Supervisor. The outline must include:
  - The Buddy System (refer to appendix)
  - Reference to the related RMF/SWP
  - Approval duration: Honours students 1 year, post-graduate students 3 years, staff duration of the project, up to a maximum of 3 years.
3. Completed HS703 and RMF documentation is to be provided to the Laboratory Manager.
4. For Honours Students, Laboratory Manager instructs student to seek additional approval from Head of School.
5. Laboratory Manager authorises swipe-card access to the relevant work locations (via email notification) and specifies duration of the access (for example 3 years).
6. Laboratory Manager indicates on HS703 that swipe-card authorisation has been given.
7. Laboratory Manager ensures RMF and HS703 is put into the individual's RIPA folder.
8. Once the access duration has expired swipe access no longer works and, if necessary, the process must start again.

Ad-hoc audits of swipe card access to laboratories will be carried out in order to monitor this protocol. Non-compliance of this protocol may result in cancellation of access to laboratories.

**Special arrangements for Christmas shutdown period:**

Any persons planning to access to the Civil and Environmental Engineering buildings during the university Christmas shutdown period, in addition to the above must also receive approval from the Head of School.

A list of approved persons will be provided to UNSW Security for monitoring purposes.

**APPENDIX – BUDDY & ESCALATION SYSTEM**

