

**ACCESS TO UNIVERSITY FACILITIES**

**Individual Approval Form EXAMPLE ONLY**

|  |  |
| --- | --- |
| **Name of Building/Facility:** | **Building 201, HUMAN SCIENCES BUILDING (HSB)** |
| **Name of Individual:** | **X Y Z** |

**Please note that when communicated to you this Approval and the conditions in it become a Rule as defined in the University Disciplinary Statute 1998.**

Conditions of Approval:

 You will be permitted access to [Building name] from midnight to 7 a.m. on any day of the week, solely to conduct video conference interviews with persons in overseas countries using the video-conference facilities in Room(s) [number(s)] in strict accordance with the terms of your research [project/grant];

 You must advise Security/UniSafe on each occasion that you will be accessing the Facilities;

 You will use your access card and have it and your University ID available on your person at all times;

 You will take care to ensure the building/facility you enter is safe and you know how to exit safely in an emergency;

 You will ensure you are able to communicate with Security/UniSafe in an emergency and that you are familiar with fire safety exits and procedures;

 You will not operate any equipment if you are unsure of its safety, or condition, and unless you have been instructed how to use it if you are operating it alone;

 You will take care to be safe entering and leaving the building and avoid personal hazards;

 You will note and observe and take steps to avoid all identified Hazards in the Hazard assessment (attached).

(signed)



**ACCESS TO UNIVERSITY FACILITIES**

**General Approval Form EXAMPLE ONLY**

|  |  |
| --- | --- |
| **Name of Building/Facility:** | **Building 103, ALFRED NATHAN HOUSE (ANH), 24 Princes Street** |
| **Hours when General Approval for**  **Working Alone After Hours apply:** | **5.00 a.m. to 7.00 a.m. Monday to**  **Friday**  **7.30 p.m. to Midnight Monday to**  **Friday** |
|  | **Weekends, Statutory & University**  **Holidays**  **7 a.m. to 7.30 p.m.** |
| **Applicable to:** | **All University Staff based in ANH** |

**Please note that when communicated to you this Approval and the conditions in it become a Rule as defined in the University Disciplinary Statute 1998.**

Conditions of General Approval

 You will be carrying out desk or computer-based office work, research or similar;

 You will ensure you are able to communicate with University Security if the need arises;

 You will ensure that the building is safe and you can exit safely at all times;

 You will ensure there is some other person (which may be Security/UniSafe officer) who knows you are in the building and when;

 You will not Work Alone after midnight;

 You will familiarise yourself with the placement of any fire alarms, lighting and heating controls, and emergency exits and procedures, and take care to avoid personal hazards when entering or leaving the building;

 You must hold, and use, an electronic access card to access (and exit After Hours) the building at all times, and display that card and/or any ID that Security staff may request.

 You will note and observe and take steps to avoid all identified Hazards in the Hazard assessment (attached).

(signed)