

ACCESS TO UNIVERSITY FACILITIES AFTER HOURS

Approval for work to be conducted **After Hours** requires the holding of a copy of an **INDIVIDUAL APPROVAL FORM** signed by supervisor and the Head of School.

The form is integrated as part of the School Health and Safety Guidelines.

The period of the form is usually from March of any given year and is valid for a year. Variations of this can be discussed with the School Manager.

The following is required:

- Attendance at an annual School of Chemical Sciences Safety Seminar (or Annual Safety Refresher for Staff)
- Completion of Safety Guidelines Acknowledgement Form
- You have obtained training for any potentially hazardous operations that are specific to your laboratory and/or research and are not covered in the School Safety Seminar
- School of Chemical Sciences **Working After Hours Guidelines** must be adhered to
- School of Chemical Sciences **Take 5** assessments must be undertaken

During **After Hours** periods:

(i) You will use your access card and have it and your University ID available on your person at all times.

(ii) You will take care to be safe entering and leaving the building and avoid personal hazards.

(iii) You will also ensure you are able to communicate with Security/UniSafe in an emergency and that you are familiar with fire safety exits and procedures.

Note that an individual's approval for working outside of Normal Operating Hours can be withdrawn at any time by the Head of School.