



## WORKING AFTER -HOURS OR ALONE GUIDELINE

When working after-hours the risks of certain hazards may be increased due to the reduction in immediate assistance in the event of an incident. Outside of university core working hours, trained on site emergency response personnel may be unavailable. These may include: building and floor wardens for building evacuation, first aid trained staff,



#### Hazard assessment

A hazard risk assessment should be conducted for the work and after-hours work before the work commences. The hazard assessment should cover:

- f* identification of all foreseeable hazards arising from the work ,
- f* assessment the risk(s) of each hazard,
- f* control of the hazard to a level that is acceptable (reasonably practicable),
- f* availability of support in an emergency situation.

The hazard risk assessment identifies a rating for each hazard in the task or process eg low, moderate, high, or extreme. This rating is used to determine:

- f* the level of supervision required,
- f* the tydydyuectydydyuectydydyuectydydy5e risk(s) o



DEPARTMENT:

**APPROVAL FOR WORKING AFTER -HOURS OR ALONE**  
To be used for moderate or high risk activities

Name(s):		Title /Group:	
Activity:			
Time Restrictions:			
Location:			
<b>SECTION 1</b>	<b>HAZARD ASSESSMENT - Supervisor / Manager in control of work area to complete:</b>		

<b>SECTION 2</b>	<b>COMMUNICATION PLAN</b>		
Routine Checks By:		Frequency:	
Method:	Visual † Phone † Other:		
Contact Phone Numbers:	A/H Worker:		Checker:
Emergency Actions & Contact Numbers:			

<b>SECTION 3</b>	<b>SIGN OFF</b>		
<b>Person working after-hours / alone</b>	<b>Lab Manager / Supervisor approval</b>		
<p>The risks determined by the hazard assessment are adequately controlled and I will ensure all hazard control measures are implemented and after-hours registers are filled in. I also understand the emergency procedures for this activity.</p> <p>Signed: _____ Date: _____</p>	<p>The hazards associated with this after-hours / alone work have been adequately addressed and I believe it safe for this work to be undertaken in this manner.</p> <p>Signed: _____ Date: _____</p>		

**DISEMMINATION**

- x Those working after hours and those checking must have a copy of this approval.
- x Block approvals may also be posted in the work area,
- x Copy to file for future



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**GUIDELINES FOR PERSONAL SAFETY WHEN WORKING AFTER -HOURS**



- x If you enter a place and later start to feel uncomfortable with the person you are talking to, leave as soon as possible. Be aware of potential escape routes.
- x Carrying a mobile telephone will enable you to advise a colleague of your arrival in the presence of the client. Any person posing a potential threat to your safety would be deterred by the fact that