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1. **PURPOSE**

The purpose of these procedures is to ensure the identification, assessment and control of all risks associated with work and study undertaken by staff and students at Monash University during times when emergency response is limited in accordance with AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use* and OHSAS 18001:2007 *Occupational Health & Safety Management Systems – requirements.*

2. **SCOPE**

These procedures apply to all work and study undertaken by Australian Monash University staff and students during times when emergency response is limited. These procedures also apply to off-campus activities.

3. **ABBREVIATIONS**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
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<tr>
<td>OH&amp;S</td>
<td>Monash Occupational Health &amp; Safety</td>
</tr>
<tr>
<td>OHS</td>
<td>Occupational health and safety</td>
</tr>
</tbody>
</table>

4. **DEFINITIONS**

A comprehensive list of definitions is provided in the Definitions tool. Definitions specific to this procedure are provided below.

4.1 **AFTER-HOURS**

For the purposes of this procedure, after-hours is work or study undertaken outside the normal working hours of the academic/administrative unit supervising the work or study.

4.2 **WORKING OR STUDYING ALONE**

Working or studying alone is defined as work or study carried out in an area where normal means of contact (e.g. within earshot or sight) with other persons are not available.

5. **SPECIFIC RESPONSIBILITIES**

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Committees and Responsibilities Procedure](http://www.monash.edu.au/ohs/). A summary of the specific responsibilities relevant to after-hours work or study is provided below.

5.1 **HEAD OF ACADEMIC/ADMINISTRATIVE UNIT**

It is the responsibility of the head of the academic/administrative unit to ensure that satisfactory provisions for health and safety are made for after-hours work and study undertaken by the students or staff of their academic/administrative unit. To fulfil this responsibility they must:

- ensure that local procedures are developed and maintained for after-hours work and study undertaken by the staff and students of their academic/administrative unit;
- provide information regarding after-hours procedures of the academic/administrative unit to the staff and students who work and study after-hours;
- ensure that health and safety issues during after-hours work and study are reported to the safety officer for resolution.

5.2 **SUPERVISORS**

Supervisors of students and staff must:

- ensure that they are familiar with these procedures;
- ensure that local procedures are developed and maintained for after-hours work and study undertaken by the staff and students that they supervise;
• ensure that the risks associated with the after-hours work or study that they supervise are managed effectively;
• ensure that the staff and students that they supervise receive appropriate information, instruction and training necessary for them to undertake after-hours work and study safely; and
• ensure that all hazards, incidents and 'near miss' incidents are reported in accordance with the OH&S procedures for Hazard & Incident reporting, investigation & recording.

5.3 INDIVIDUALS (STAFF, STUDENTS)

5.3.1 Each staff member and student at Monash University is responsible for ensuring that his or her own work/study environment and practices reflect good OHS standards in order to protect their own health and safety as well as the health and safety of others, by:

• using a documented risk management process to eliminate or minimise risks associated with their after-hours work or study, where appropriate:
• being familiar with and complying with local and university after-hours procedures;
• being familiar with emergency and evacuation procedures and complying with the instructions given by emergency response personnel;
• not wilfully or recklessly endangering the health and safety of any person at the workplace.
• be familiar with the university emergency procedures and emergency procedures specific to the area;
• include specific emergency procedures for their after-hours work or study in their risk assessments.

6. STANDARD PROCEDURES FOR AFTER-HOURS EMERGENCIES

• Ensure that you are safe at all times. Do not place yourself at risk;
• Raise the alarm;
• Obey the evacuation signal;
• Remain at the assembly area so that you can be accounted for until given the all clear by emergency personnel.

7. GENERAL PROCEDURES FOR AFTER-HOURS WORK AND STUDY

7.1 AFTER-HOURS STUDY/ACTIVITIES BY UNDERGRADUATE STUDENTS

7.1.1 With the exception of Honours students, undergraduate students must not be given permission to study in laboratories or to engage in high risk or ad-hoc activities in a theatrical environment after-hours unless a staff member of Monash University is present.

7.1.2 Low risk study tasks such as data analysis, viewing specimens, study in computer laboratories and low risk theatrical activities are exempt from this requirement.

7.2 AUTHORISATION OF AFTER-HOURS WORK OR STUDY

7.2.1 Supervisors must obtain authorisation from the head of the academic/administrative unit before giving permission for staff members, Honours and postgraduate students and visitors to have access to buildings after-hours.

7.2.2 The department/faculty access coordinator must then be notified and request the university’s security service to grant, deny or revoke access by nominated
7.2.3 Persons working or studying after-hours must carry their staff or student identification card to establish their entitlement to be in the building after-hours. Persons who are located by Security staff in buildings after-hours may be requested to produce their staff or student identification card to security personnel. Where no satisfactory staff or student identification is so provided at the time, or where inquiries reveal that the person is not included on the university's security access system, they will be requested to leave the building.

7.2.4 Persons with appropriate after-hours access must not provide access to others unless authorised to do so.

7.3 NOTIFICATION DURING AFTER-HOURS WORK OR STUDY

7.3.1 Notification of Security & Traffic
When working or studying after-hours, staff and students may wish to notify Security & Traffic of their location.

Security After Hours Procedures (intranet).

7.3.2 Persons working or studying after-hours should ensure that another individual knows of their whereabouts and of the time that they will be expected to return. Such individuals should be given instructions on how to contact Security & Traffic in the event that the person does not return on time.

7.4 PERSONAL SECURITY

Further information about the Monash University security bus service and personal safety issues is available on the Security & Traffic website.

8. RISK MANAGEMENT

8.1 RISK MANAGEMENT FOR AFTER-HOURS WORK AND STUDY

8.1.1 Risks associated with after-hours must be considered as part of the risk assessment process for any activity that has reasonable OHS risks.

8.1.2 After-hours work is defined as a risk factor (please see Risk Management Program for clarification).

8.1.3 The risk assessment of the activities that will be undertaken after-hours should be included as part of the standard risk assessment.

8.1.4 Specific controls for the after-hours work must be determined and implemented as any other OHS control.

8.1.5 Training in risk management is provided by Staff Development Unit.
9. SPECIAL CONSIDERATIONS

9.1 LIVE UNATTENDED EQUIPMENT

9.1.1 Consideration must be given to alternatives to running equipment, ovens and experiments overnight based on risk.

9.1.2 A manually resetting over-temperature cut-off switch, which is set to operate at a temperature slightly higher than the upper limit of the controlled temperature, must be fitted to all thermostatically controlled equipment.

9.1.3 Electrical equipment in laboratories left on after-hours should carry a 'Do not switch off' notice, giving the name of the person leaving the equipment and contact details.

9.1.4 Each academic/administrative unit should develop a system of reporting of unattended experiments that are in progress after-hours.

9.1.5 The reporting system should include a way to give the following information:

- Name and contact details of the person running the experiment.
- The classes of substances involved in the experiment.
- The potential hazards of the experiment in plain English.
- The procedure to be followed in case of an emergency including, where appropriate, the order of shutting down the experiment, e.g. turn off power, then water.
- Signage with the words 'Experiment in progress. Please leave on.'

9.1.6 The experiment should also be entered into a book at a central point in the academic/administrative unit by 4 pm of the day of the experiment. A representative of the academic/administrative unit should then notify Security & Traffic, in writing, before 5 pm of all unattended experiments.

9.2 CHECKS ON APPARATUS FOR UNATTENDED EXPERIMENTS

9.2.1 Before initial use and on redesign of apparatus to be used in unattended experiments, staff and students must get the apparatus checked and the card initialled by their supervisor or an experienced person before leaving for the day.

9.2.2 The person responsible for the experiment should attend when the apparatus is started. Frequent checking of the apparatus and/or experiment should then be carried out for a sufficient period to ensure that the apparatus is working well and to identify and rectify any problems.

10. RECORDS

<table>
<thead>
<tr>
<th>Record to be kept by</th>
<th>Records</th>
<th>To be kept for:</th>
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<tbody>
<tr>
<td>Academic/administrative unit</td>
<td>Risk assessments including;</td>
<td>3 years or until reviewed</td>
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<tr>
<td></td>
<td>- the procedures which may occur after-hours and;</td>
<td></td>
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<tr>
<td></td>
<td>- conditions under which they should be undertaken after-hours</td>
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For the latest version of this document please go to: [http://www.monash.edu.au/ohs/](http://www.monash.edu.au/ohs/)
11. REFERENCES

11.1 LEGISLATION
Occupational Health and Safety Act 2004 (Vic)
Occupational Health & Safety Regulations 2007 (Vic)

11.2 MONASH UNIVERSITY OHS DOCUMENTS
Emergency Procedures Booklet (campus specific)
Safe Work Method Statements
Risk Management Program

http://www.policy.monash.edu/policy-bank/management/facilities-services

Access To Controlled Areas Policy and Procedures

11.3 AUSTRALIAN STANDARDS
OHSAS 18001:2007 Occupational Health and Safety Management Systems-
Requirements
with guidance for use.
AS 3745 -2002 Emergency control organization and procedures for buildings, structures
and workplaces
AS/NZS ISO 31000:2009 Risk management – Principals and guidelines
## 12. DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Version number</th>
<th>Date of Issue</th>
<th>Changes made to document</th>
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<tbody>
<tr>
<td>3</td>
<td>March 2010</td>
<td>OHS procedures for work and study during times when emergency response is limited, v2</td>
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</table>
| 4              | August 2013      | 1. Renamed to OHS After-Hours Procedure  
2. Removed control bands for after-hours activities  
3. Updated links and contact information  
4. Removed large amounts of information on risk management that is covered in the Risk Management Program and associated documents. |