

LA TROBE UNIVERSITY

WORKING AFTER HOURS IN LABORATORIES OR WORKSHOPS

1. PURPOSE

In ideal circumstances, university work on campus would be completed during normal working hours. In practice, however, it is sometimes necessary or desirable for staff or students to work on campus at other times also. In these circumstances there is an increased *prima facie* risk to health because of the lower availability of assistance if someone is incapacitated due to accidental injury or sudden illness. Such risk is greater in designated laboratory or workshop environments where there are particular hazards (see definition below).

The purpose of this procedure is to ensure that appropriate measures are taken to minimise risk to the health and safety of staff or students who work on campus in designated laboratories or workshops after hours.

2. DEFINITIONS

After hours. For the present purpose this is defined as the period between 7.30pm and 7.30am on working days, and all times of day on weekends and public holidays.

Designated laboratory or workshop. A laboratory, workshop or other such area in which there are chemical, biological, radioactive, electrical, mechanical or other hazards which present a substantially greater risk than is normally present in other areas on campus, as determined by the hazard identification and risk assessment procedure and approved by the responsible manager.

Designated high risk procedures. A work procedure which presents a substantially greater risk than is normally presented by other work procedures in that area, as determined in accord with the hazard identification and risk assessment procedure and approved by the responsible manager.

3. RESPONSIBILITIES

Dean, Head of School/College or Divisional Manager is responsible for:

- taking all practicable measures to ensure that staff and students for whom they are responsible, and who might work in designated laboratories or workshops, are aware of, and act in compliance with, this Procedure;
- ensuring that currently valid hazard identification and risk assessment procedures have been completed, and taking all practicable measures to ensure that any subsequent recommendations are implemented within designated laboratories and workshops within their area;
- ensuring that a telephone is accessible in each designated laboratory and workshop. The telephone should have a direct line to security, and/or the University emergency phone number 2222 must be displayed on or near the phone.

Supervisors of staff or of students working in a designated laboratory or workshop are responsible for:

- determining whether the work to be completed after hours is (or should be) a designated high risk procedure;

- taking all practicable measures to ensure that no *designated high risk procedure* is undertaken by anyone working *alone* after hours;
- maintaining a record of all occasions (and people) for which (and whom) they authorise the performance of designated high risk procedures after hours
- determining whether the work to be completed after hours requires special safety precautions, such as having two people in the room when a particular procedure is carried out, or having supervision by a member of staff (in the case of work performed by students);
- determining the types of work task which are not permitted at all after hours; the types of work task which are permitted after hours only when performed by staff; and the types of work task which are permitted after hours only when performed by either staff or postgraduate students.

4. DESCRIPTION

Prior to staff or students working after hours in a designated laboratory or workshop, they:

- (a) must have completed appropriate induction training, including emergency evacuation and other necessary emergency procedures;
- (b) must notify their supervisor of their intentions;
- (c) must obtain their supervisor's authorisation to perform any designated high-risk procedures (not applicable to people intending to work alone).

Staff or students working after hours in a designated laboratory or workshop:

- (d) must not perform any designated high-risk procedures if working *alone*;
- (e) must comply with all normal safety procedures and take any special safety precautions as previously agreed with their supervisor;
- (f) must inform security staff of their presence in that location, and the expected duration of their presence there. They should do this by entering the required details into a database established and maintained for this purpose on the university website for use by security staff, or by other means as may be agreed.
- (g) must establish their identity when requested by security staff by showing their staff or student card.

5. REFERENCES

OH&S Act 2004

6. CROSS REFERENCES

LTU Restricted Access Procedure http://www.latrobe.edu.au/ohs/manual/restricted_access.pdf
Hazard ID and Risk Assessment http://www.latrobe.edu.au/ohs/manual/Risk_assessment.pdf
General Staff EBA August 2001

7. DOCUMENTATION

This procedure was reviewed by the Health Science OHS Zone Committee Issue 2 has been endorsed by the Executive Occupational Health and Safety Committee at its meeting June 2004.

Editorial Changes: July 2005