

WHS Guidelines – After Hours Work

1. Scope

These guidelines are applicable to all environments where after hours work is conducted. The purpose of this document is to detail minimum requirements for working after hours, to list common hazards and mitigation strategies and to provide information to assist personnel when conducting risk assessments and developing proper and safe procedures and appropriate documentation.

2. Introduction

The School recognises that after hours access is a critical component to successful experimental research. When conducting risk management activities, people with WHS responsibilities should:

- Ensure that minimum requirements are in place
- Using the hazard summary table below and their experience and expertise, identify any other hazards in the environment and implement appropriate mitigation strategies

3. Definitions

After Hours Access will be defined here as any work conducted between Monday and Friday between 6pm and 8am and on Saturdays, Sundays and public holidays.

4. Minimum Requirements

Workspaces with after hours access must ensure that any risks arising from such-access is included in the risk assessment, laboratory/technical induction and associated training.

5. Hazards Summary Table

Hazard	Possible consequences	Mitigation Options
Lack of emergency personnel (first aid officers, safety officers & wardens)	Serious injury or death	<ul style="list-style-type: none"> – Include in the local induction that all security officers are trained first aid officers. – Display the contact number for security in the work area (ext 13333) – Have a first aid kit in the workspace – Work with a buddy
Inability to be heard or call for help after an	Serious injury or death	<ul style="list-style-type: none"> – Work with a buddy – Develop a “check-in” system



incident		
Fatigue	Increased risk of injury	<ul style="list-style-type: none">- Work with a buddy- Limit continuous work time
Leaving the building after dark	Assault and or injury	<ul style="list-style-type: none">- Drive a car or catch a taxi- Call the Usyd security escort service (ext 13487)- Walk with someone else

6. Hazard Description

When working after hours, the risk of incidents occurring may increase due to fatigue, reduced access to immediate assistance, reduced levels of staffing, reduced technical supervision and personal safety issues when leaving a building after dark.

Risk assessments should consider the following:

- Type of work
- Work area
- Does the work have to be carried out after-hours
- Duration of work
- Supervision required
- Consequences of unattended experiments or equipment
- Competency, skills, experience and training of staff and students undertaking the work
- The number of people working in the area after hours
- Availability of a “buddy” system
- Access to emergency communication system
- Security in the area where work is being undertaken
- Mode of transport