

SAFE OPERATING PROCEDURE (WORKING AFTER HOURS IN LABORATORIES)

LOCATION DETAILS

School/Branch: Medical Sciences (all disciplines)

SAFE OPERATING PROCEDURE DETAILS

Task/activity (including specify particular equipment, substance)

Working after hours in laboratories

Date prepared:

19/8/2008

PREPARED BY Name, Position and Signature (insert names of the supervisor, HSR, HSO and operator involved)

Name Gordon A. Crabb

Position Lab. Manager, HSO

Signature



RISK ASSESSMENT

Has a risk assessment been completed and have all other environmental considerations been made?

Yes No

See Risk Assessment dated:

/ /

Risk Rating:

Low

Medium

High

Very High

SAFE OPERATING PROCEDURE DETAILS

Procedure (Include control measures listed in risk assessment within the procedure):

These procedures are based on HR policy and procedures, Laboratory Procedures, Authorised by UHSC March 2003.

1. Work outside of core hours 8:00am to 6:00pm, on weekends or public holidays, is regarded as after hours.
2. There is an extra danger in laboratory work after hours when your supervisor may not be present, and it is particularly dangerous to work alone in a building or far removed from other people.
3. Work by undergraduate/Honours students can only be performed when supervised by an academic staff member (or nominee) during or outside core hours.
4. Students who wish to work outside normal hours in that laboratory (office work exempt) should, whenever possible, be accompanied by another person who is either a staff member or senior student in the Discipline/School. If this is not possible, a student must notify Security when they arrive in the Medical School, give Security the location where they will be working [exact room number(s)], the estimated time that they will be within this location and notify Security when they leave the Discipline/School.

SAFE OPERATING PROCEDURE (WORKING AFTER HOURS IN LABORATORIES)

Note: This Safe Operating Procedure must be reviewed :

- a) after any accident, incident or near miss;
- b) when training new staff;
- c) if adopted by new work group;
- d) if equipment, substances or processes change; or
- e) within 5 years of date of issue.