AFTER HOURS PROCEDURE

SCOPE

This procedure applies to all work and study undertaken by Monash University workers; including staff, students, visitors and contractors outside of normal work, study or operational hours. The procedure also applies to off-campus activities and restricted areas. This procedure does not apply to work undertaken under the [Work from home arrangements](#).

PROCEDURE STATEMENT

The purpose of this procedure is to ensure that local areas implement a process to control the risks associated with after-hours work and study.

1.   Requirements for After-Hours Work and Study

All areas that have staff and students working or studying after hours must develop a local after-hours process. The process must be supported by a risk assessment and documented in a local procedure. This process must cover the following requirements:

1.1   Authorisation of After-Hours Work or Study

1.1.1   The local area must determine who is authorised to work or study after-hours.

1.1.2   The local area Access Coordinator must be notified and request access from Security to controlled areas for the nominated individuals. Refer to the University's [Access Control Procedure](#) for details.

1.1.3   Staff and students working or studying after-hours must carry their Monash identification card to establish their entitlement to be in the building after-hours.

1.1.4   Staff and students with appropriate after-hours access must not permit non-authorised individuals to access the area.

1.2   Notification during After-Hours Work or Study

1.2.1   Staff and students working or studying after-hours should ensure that a person knows of their whereabouts and of the time that they will be expected to return.

1.2.2   This person should be given instructions on how to contact Monash Security in the event that the staff member or student does not return on time.

1.2.3   When working or studying after-hours, staff and students may wish to notify Security of their location. Monash Security also have an escort service should you wish to be accompanied to your vehicle or the halls of residence after hours.

1.2.4   Monash staff or contractors who need to address a maintenance or safety issues in a restricted area after hours, must contact the Operational Manager or their authorised delegates before gaining access. Refer to [OHS Management of Work Areas Procedure](#).

1.3   After-Hours Study/Activities by Undergraduate Students

1.1.1   With the exception of Honours students, Undergraduate students must not be given permission to work or study in high risk settings (e.g. laboratories, workshops) or to engage in high risk or ad-hoc activities in a theatrical environment after-hours unless a Monash staff member is present.

1.1.2   Low risk study tasks such as data analysis, viewing specimens, study in computer laboratories and low risk theatrical activities are permissible.

1.4 Personal Security

Further information about the Monash University Security after-hours bus service and personal safety issues is available on the [Security website](#).

2. Risk Management

2.1 Risk Management for After-Hours Work and Study

2.1.1 All work undertaken after hours must be supported by a risk assessment.

2.1.2 After hours considerations may be incorporated into an existing activity-based risk assessment, or a specific risk assessment can be generated that covers after-hours activities for the area.

2.1.3 Specific controls for the after-hours activity must be determined, documented and implemented.

2.2 Assessing After-Hours Activities

2.2.1 The following should be considered when assessing after-hours activities:

- Number of persons working in the area (or whether a person is working alone);
- Other individuals that are present in the area;
- Access to First Aid and Emergency Response;
- Personal Health Factors (Restricted Risk Assessment may be required);
- Processes in place for check-in/check-out;
- Access control to the area;
- Any unattended experiments or processes that may be occurring; and
- Other considerations that may be specific to the area.

3. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Responsibilities and Committees Procedure](#). A summary of the specific responsibilities relevant to after-hours work or study is provided below.

3.1 Head of Unit

3.1.1 It is the responsibility of the head of the unit to ensure that there are processes in place to manage the health and safety of after-hours work and study for their unit, including the provision of relevant information to persons who work or study after hours in the unit.

3.2 Performance Managers/Supervisors

3.2.1 Performance Managers/Supervisors of staff/students must ensure that:

- There is a process in place that covers the health and safety of all after-hours work and study in their area;
- That staff/students they supervise, receive appropriate information, instruction and training necessary for them to undertake after-hours work and study safely; and
- Risks associated with the after-hours work or study that they supervise are managed effectively.

3.3 Individuals (Staff, Students)

3.3.1 When working after-hours, staff and students at Monash University must:

- Be familiar with the local after-hours process;
- Comply with the local after-hours process; and
- Comply with after-hours emergency procedures.

DEFINITONS

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

Key word	Definition
Access Coordinator	Access Coordinator is the authorised person that sends staff/student information to Security to update the access profile on their Monash identification card, which gives access to buildings or rooms.
After Hours	After-hours is work or study undertaken outside the span of ordinary hours of duty as defined in the current University's Enterprise Agreements or when the local emergency response is limited.

GOVERNANCE

Parent policy	[OHS&W Policy]()
Supporting procedures	**Monash OHS documents** • [Emergency Management Procedure]() • [OHS Management of Work Areas Procedure]() • [OHS Risk Management Procedure]() • [OHS Roles, Responsibilities and Committees Procedure]() • [Student Safety in Laboratories, Studios, Workshops & Maker Spaces Procedure]()
Supporting schedules	N/A
Associated procedures	**Australian and International Standards** ISO 45001:2018 Occupational Health and Safety Management Systems **Monash University Procedures** • [Access Control Procedure]() • [Working from Home Procedure]()
Related Legislation	Occupational Health and Safety Act 2004 (Vic) Occupational Health & Safety Regulations 2017 (Vic)
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President 14 December 2022
Endorsement	Monash University OHS Committee 1 December 2022
Procedure owner	Health, Safety and Wellbeing Manager
Date effective	15 December 2022
Review date	2025
Version	6.0
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
4	August 2013	1. Renamed to OHS After Hours Procedure. 2. Removed control banks 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.
5	November 2016	1. Added compliance section and removed references to the standards from the Purpose. 2. Restructure the document to place the emphasis on areas producing their own local after-hours process. 3. Clarified that a risk assessment must be done for after-hours work. 4. Removed definition for "working or studying alone". 5. Removed reference to "risk factor" as this term is no longer using in the risk management program. 6. Reduced the amount of superfluous information. 7. Updated hyperlinks.
5.1	August 2017	1. Updated certification logos in header. 2. Updated OHS Regulations to 2017.
5.2	November 2019	1. Updated certification logo in header. 2. Updated 'After Hours' definition. 3. Included reference to Access Control to Restricted Areas Procedure in section 2.1.
5.3	July 2021	1. Updated certification logo in footer to ISO 45001. 2. Updated the Standard to ISO 45001 under "Associated procedures" in the Governance table. 3. Updated OHS Policy under 'Parent Policy' to OHS&W Policy.
6.0	December 2022	1. Changed 'staff' to 'workers' throughout the procedure, where appropriate. 2. Revised the Scope to clarify that the procedure does not apply to after-hours work from home. 3. Clarified the contractor notification requirements in section 1.2.4. 4. Clarified risk assessment requirements in sections 2.1.1 and 2.1.2. 5. Added the requirement to document local after-hours procedures in 2.1.3. 6. Added additional considerations when assessing after hours work and study. 7. Realigned the responsibilities (section 3) for Heads of Units and Operational/Performance Supervisors. 8. Minor changes throughout the procedure to improve overall clarity and flow.