

Monash University Procedure

Procedure Title	After Hours Procedure
Parent Policy	OHS Policy
Date Effective	November 2016
Review Date	November 2019
Procedure Owner	Manager, OHS
Category	Operational
Version Number	5.1
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Scope	These procedures apply to all work and study undertaken by Australian Monash University staff and students. These procedures also apply to off-campus activities.
Purpose	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 undertaken by staff and students.

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1. Definitions

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

Access Coordinator: An access coordinator is the authorised person that sends staff information to Security to update the access profile on their staff card, which gives access to buildings or rooms.

After Hours: After-hours is work or study undertaken outside the normal working hours of the academic/administrative unit.

2. Requirement for After-Hours Work and Study

All areas that have staff and student working or studying after hours must develop a local after-hours process. It is strongly recommended that any process developed for after-hours activities be documented. This process must cover the following requirements:

2.1 Defining After-Hours

The local area must define what they consider their core hours and after-hours.

2.2 Authorisation of After-Hours Work or Study

- The local area must determine who is authorised to work after-hours.
- The access coordinator must be notified and request access for the nominated individuals to controlled areas from Security and Traffic. Refer to the University's Access to Controlled Areas Policy and Procedures for additional details.
- Staff and student working or studying after-hours must carry their staff or student identification card to establish their entitlement to be in the building after-hours.
- Staff and students with appropriate after-hours access must not provide access to others unless authorised to do so.

2.3 Notification During After-Hours Work or Study

- 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.
- This person should be given instructions on how to contact Security & Traffic in the event that the person does not return on time.
- When working or studying after-hours, staff and students may wish to notify Security & Traffic of their location.

2.4 After-Hours Study/Activities by Undergraduate Students

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

2.5 Personal Security

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

3. Risk Management

3.1 Risk Management for After-Hours Work and Study

- After hours considerations may be incorporated into the existing risk assessment, or a specific risk assessment can be generated that covers after-hours tasks for the area.
- Specific controls for the after-hours work must be determined and implemented.

3.2 Assessing After-Hours

The following is a list of considerations for assessing after-hours activities:

- Number of staff working in the area;
- Other individuals that are present in the area;
- What process is in place for check-in;
- How is access to the area controlled; and
- Are there unattended experiments or processes.

4. Responsibility for Implementation

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

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. To fulfil this responsibility they must:

- ensure that there is a local process in place to manage after-hours work and study for their academic/administrative unit; and
- provide information regarding after-hours work and study to the staff and students who work and study after-hours in the academic/administrative unit;

Supervisors

Supervisors of students and staff must ensure that:

- staff and students that they supervise are familiar with the local after hours process;
- risks associated with the after-hours work or study that they supervise are managed effectively; and
- staff and students that they supervise receive appropriate information, instruction and training necessary for them to undertake after-hours work and study safely.

Individuals (Staff, Students)

When working after hours each staff member and student 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.

5. Records

For OHS Records document retention please refer to:

[Monash University OHS Records Management Procedure](#)

Status	Revised
Approval Body	Monash University OHS Committee
Legislation Mandating Compliance	Occupational Health and Safety Act 2004 (Vic) Occupational Health & Safety Regulations 2017 (Vic)
Related Policies	OHS Policy
Related Documents	<p>Australian Standards</p> <ul style="list-style-type: none"> • OHSAS 18001:2007 Occupational Health and Safety Management Systems- Requirements • AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use. • AS2243.4 (1998) Safety in laboratories, Part 4: Ionizing radiations • AS 3745 -2002 Emergency control organization and procedures for buildings, structures and workplaces • AS/NZS ISO 31000:2009 Risk management – Principals and guidelines <p>Monash University OHS Documents</p> <ul style="list-style-type: none"> • Emergency Procedures Booklet (campus specific) • Safe Work Instructions template • Risk Management Program • Access To Controlled Areas Policy and Procedures

6. Document History

Version	Date of Issue	Changes made to document
4	August 2013	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 5. Added compliance section and removed references to the standards from the Purpose. 6. Restructure the document to place the emphasis on areas producing their own local after-hours process. 7. Clarified that a risk assessment must be done for after-hours work. 8. Removed definition for “working or studying alone”. 9. Removed reference to “risk factor” as this term is no longer using in the risk management program. 10. Reduced the amount of superfluous information. 11. Updated hyperlinks.
5.1	August 2017	<ol style="list-style-type: none"> 1. Updated certification logos in header

		2. Updated OHS Regulations to 2017
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