

WORKING ALONE AND AFTER HOURS WORK PROCEDURE



1 Purpose

These guidelines are to control the risks associated with working alone and working outside the hours of between 7am and 10pm weekdays. This forms part of the University's emergency management system.

2 Scope

This document covers any person required to work alone at any period of time and where a situation arises that a person may have to work outside the hours of 7am and 10pm on normal workdays.

3 Responsibilities

3.1 *Staff, Students and Contractors*

Staff, students and contractors are required to adopt these guidelines to ensure the safety and security for themselves.

3.2 *Supervisors*

Supervisors are to communicate these guidelines to employees.

3.3 *Managers*

Managers are responsible for the overall implementation of this guideline in their respective work areas.

4 Definitions

After hours is defined as outside the hours of 7am to 10pm on a Normal University Workday.

Normal University Workday is a day that is not a gazetted public holiday, University holiday or a weekend day.

Working alone is work carried out by a person where there are no means of visual contact with another person.

5 Working alone

Staff, students and contractors should not work alone in areas where there is a risk of:

- Asphyxiation
- Unconsciousness
- Entrapment
- Amputation
- Electrocutation
- Being struck by moving equipment
- Entanglement

Where it is necessary for staff, students or contractors to work alone in spaces including laboratories or workshops a risk assessment is required to be undertaken.

The risk assessment should take into account the hazards associated with the task, assessment of the associated risks and the appropriate controls to be implemented to ensure the safety of the person. Persons required to work alone shall be provided with sufficient information, instruction and training to perform the activities in a safe manner and be prepared for emergency and abnormal events.

For further information regarding this, advice and assistance is available from the University's Occupational Health and Safety team.

5.1 Considerations

When performing a risk assessment there is a variety of information worth considering:

Length of time

- How long would the person need to be alone to finish this job?
- What is a reasonable amount of time for the person to be alone?
- Does the person have to work alone at all?
- Is it legal for the person to be alone for specific tasks e.g. confined space work?

Communication

- Does the person have access to any forms of communication?
- Will the emergency communication system work properly in all situations?

Location

- Is the work in a remote location?
- What is the risk associated with the type of transport?
- What first aid equipment is available for immediate treatment?

5.2 Emergency Assistance

Where staff or students work alone, a means of communication to gain assistance in an emergency must be available. Additionally, arrangements should be made for other staff or students to check regularly on the welfare of persons working alone.

6 Working after hours

The online form <http://www.newcastle.edu.au/service/security/after-hours-campus-access.html> must be completed for all staff, postgraduate students and contractors working on campus outside the hours of between 7am and 10pm weekdays.

The form will automatically notify security services of the location of staff, post graduate students and contractors working during these times. The purpose of this notification is to ensure that security services are aware of who is in a building so that they are able to respond effectively to an emergency after hours.

A risk assessment must be completed for work required to be conducted after hours. This is to ensure that risks are identified, assessed and controlled accordingly.

As per any medium to high risk operation conducted during normal working hours, any work performed after hours should undergo a risk assessment or have an established safe work procedure. This is the best way to identify potential hazards, and minimise the risk of injury.

Operations which can not be managed to a low risk are not to be performed after hours as response to an emergency may be diminished. This includes but is not limited to, using hazardous substances, unsealed radioisotopes, hazardous plant or equipment.

For further information regarding after hours security issues visit the Facilities Management website at <http://www.newcastle.edu.au/unit/facilities-management/>

7 Related Documents

- OHS Risk Management
- This procedure is to be followed in conjunction with individual faculty/division/local area procedures.

8 References

- Occupational Health and Safety Act, 2000
- Occupational Health and Safety Regulations, 2001

9 Evaluation and review

In order to ensure that these guidelines continue to be effective and applicable to the University, the procedures will be reviewed regularly by the OH&S Unit and relevant stakeholders. Conditions which might warrant a review of the guidelines on a more frequent basis would include:

- An injury or near miss resulting from work in under these guidelines;
- Changes to legislation;
- Employee concern.

Following completion of any review, the program will be assessed and, if necessary, updated in order to correct any deficiencies.