

HS 703

Work Alone or After Hours Approval Form



UNSW
AUSTRALIA

This form is a tool. HS322 [Working Alone or After Hours Guideline](#) can be consulted to assist in its completion, also refer to the table at the end.

Date of Approval:

/ /

Person(s) Covered by This Approval:

Name	Signature	Position	Telephone & Email	Person's supervisor	Approval duration/conditions

Name of Person Authorising This Approval	Signature:
Position:	School:
Tel:	Email:

Location where the work is being conducted:	
Equipment, substances, areas that can be accessed or used:	
Summary of the tasks that can be undertaken:	
Tasks that cannot be undertaken:	
Specific controls and additional precautions:	
Communication methods and Buddy System:	Buddy contact details:
Emergency shutdown procedures:	
Safe Work Procedures, Risk Management Forms - Names/reference numbers that cover the work to be done:	

Suggested standard types of approval and supervision for work alone or after hours		
After-hours/Alone Risk Level	Suggested type of approval required	Example(s)
Low	No approval necessary.	<ul style="list-style-type: none"> • Administrative-type work e.g. office, library, study area or computer laboratory
Med	Approval is necessary but no supervision is required. <ul style="list-style-type: none"> • A “buddy” system for monitoring the worker is recommended 	<ul style="list-style-type: none"> • Work with chemicals assessed as low risk e.g. buffers in a lab environment where access to materials or equipment of greater risk is prevented. • Use of Risk Group 1 biological agents in a PC1 facility. • Feeding and watering of animals, where the worker does not enter pens or handle the animals. • Sample deposit and retrieval from cryogenic storage rooms with air monitoring alarms. • Work with small volumes of hazardous substances where the risk is assessed as medium.
High	Approval and supervision are required. <ul style="list-style-type: none"> • The competency of the worker is considered on a case by case basis. • Supervision is by a competent, authorised person who is present at the workplace. • The risks must be controlled to the lowest level achievable. • Approval must be by Head of School/unit (or higher) • The operation of class 3b and above lasers will require approval through the radiation safety committee. 	<ul style="list-style-type: none"> • Use of Risk Group 1 biological agents in a PC2 or greater facility** • Use of Risk Group 2 or greater biological agents** • Handling a large animal / entering a pen • Work with power tools • Sample deposit and retrieval from cryogenic storage rooms without air monitoring alarms • Entry into -20 (and lower) freezer rooms • High Risk Hazards listed in AS2243.1 (see section 3.5.1) as long as, when risk assessed they are not assessed as ‘very high’ risk, according to the Risk Rating Methodology and Matrix (HS329).
Very High	No approval can be given. Work is prohibited after-hours and/or alone.	<ul style="list-style-type: none"> • Any hazards or activities conducted after hours or while working alone that have been rated high risk, in accordance with the Risk Rating Methodology and Matrix in HS329 Risk Management Procedure, is prohibited and no approval can be given.

* Refer to HS322 Working Alone or After Hours Guide for full explanation

** An exemption to the requirement for direct supervision may be possible subject to a risk assessment for the specific activity (e.g. there is no injection risks, no work with Bunsen burners and ethanol, no work with equipment that could cause physical injury and taking into account the competency of the individual worker for that activity. No laboratory worker should work more than 12 hours in a 24 hour period.