Approval for Working After Hours

Prior to allowing staff and students to work after hours, a risk assessment shall be conducted before work can commence.

Applicant
Supervisor
Type of work
Risk rating (low, medium, high)
Work area
Does the work have to be carried out after-hours
Duration of work
Supervision required
Consequences of unattended experiments or equipment
Competency, skills, experience and training of staff and students undertaking the work
The number of people working in the area after hours
Availability of a “buddy” system
Access to emergency communication system
Security in the area where work is being undertaken
Mode of transport

☐ Risk Assessment has been discussed.
☐ After hours work is approved.

Supervisor
Signature
Date