This document should be read in conjunction with UNSW's HS322 (Working Alone or After Hours Guideline) which requires the School to have interpretation of the Requirements for the local level.

**Rationale**
Specific refinements to OHS procedures – specifically risk management - may be necessary after-hours because there are less support personnel (security, floor wardens, supervisors, first-aiders and general people about) available in the event of an incident.

**Scope**
This policy applies to work within building K17 and its precincts of the Kensington campus. It applies to working after-hours. *After-hours is defined* to be (i) all day on week-ends or public holidays; (ii) before 8 am on week-days; and (iii) after 9pm on week-days when classes run and after 6 pm on weekdays outside teaching sessions. This does not cover after-hours work in other places. This may be covered by the UNSW travel and field-work procedures.

**Granting Permission for hours outside 8am – 6pm (office environment)**
Permission is required from the Head of School (or delegate) and also required from the applicant’s immediate supervisor, if other than the Head of School. Note that those working after-hours need to have the necessary access to the building, which is arranged separately.

**Conditions on Permission**
The Head of School or Supervisor may impose special conditions on working after-hours. This is particularly important if there may be need of emergency support which is available in standard hours, but not necessarily after-hours Failure to observe conditions of permission can lead to permission being cancelled.

**Records**
Permission to work after-hours shall be recorded on the designated form and the records kept by the School’s OHS Officer.

**Duration**
By default, permission granted shall expire 3 years from the date of approval, but permission may be granted for a shorter time only. Any permission granted to a student expires once the student’s enrolment in the School ceases. Permission may be cancelled at any time.

**Undergraduates**
Undergraduate students are not permitted to work in the School before 8am and after 6pm unless directly supervised by a suitably competent member of staff.

Lab access and permission can be found [here](#).