

The University of New South Wales
School of Computer Science and Engineering
AFTER-HOURS WORK POLICY
K17 OCCUPANTS

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](#).