## **WORKING AFTER HOURS OR ALONE PROCEDURE**

Section	University Services
Contact	Director Occupational Health & Safety, Wellbeing

Supervisors must be aware of workers or students working after-hours, at night or alone and ensure regular and ongoing after-hours work is monitored to ensure it is reasonable, justified, and not likely to cause ill health. All after-hours or alone work by workers is to include vigilant contact to ensure the wellbeing of the worker. The extent of vigilance is to be based on the risk of the activity.

Supervisors must approve after-hours or alone access using the following strategies:

Low risk activities - approval can be open-ended and ongoing. Approval may be implicit in course material, conditions of employment, or equivalent. After-hours work may be unsupervised.

Moderate, high, or extreme risk activities must have a risk assessment.

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The approval must include contact processes and frequency should an emergency occur.

Young students, in the first two years of an undergraduate degree are permitted to undertake low risk activities alone after-hours. If the risk is moderate or high, supervision or an equivalent control must be arranged.

Competent mature students, final year (3-year degree) and higher students or equivalent, honours year, post graduate students, and staff are permitted to work alone after-hours. For moderate and high-risk activities, approval and conditions of access must be documented.

No unauthorised persons are permitted into the University facilities. Staff and students working afterhours must carry their University identification card. In the case of persons approved as a buddy who are not staff or students at the University, a written authority must be carried. All staff and students are entitled to ask to see the University identification card or appropriate authority of any person(s) they encounter on University premises at any time. Any persons found without their University identification card or appropriate authority can be asked to vacate the area by Security.

This procedure is not intended to be a stand-alone document. It must be read and applied in conjunction with:

The agreements between Massey University and its staff. The agreements between Massey University and its students. Other University policies and procedures.

## **Risk Assessment:**

Prior to allowing students or staff to work after-hours or alone, Supervisors should complete a risk assessment to:

Identify, assess, and control the hazards arising from the work. Determine any supervision or authorisation requirements. encounter on

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Appendix One	e Risk Level and Approval Performance Requirements		
Suggested Type of	Approval	Notes and Performance Requirements	

this type of work, e.g.

Work in an office environment.

Using computer laboratories.

Studio work not involving hazardous substances, hazardous mains powered machinery, or high-risk work.

Interview/survey work with communities except high-risk groups.

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The risks determined in the risk assessment are adequately controlled and I will ensure all hazard control measures are implemented and after-hours registers are completed. I also understand the emergency procedures for this activity. Signed:

The hazards associated with this after-hours/alone work have been adequately addressed and I believe it safe for this work to be undertaken in this manner.

Signed:

Date:

Dissemination

Date:

Those working after-hours and those completing welfare checks must have a copy of this approval. Block approvals may also be posted in the work area.