



WORKING AFTER-HOURS OR ALONE PROCEDURE

Section	Health and Safety
Contact	University Health and Safety Manager
Date issued	December 2014
Next review	December 2017
Approval	University Health and Safety Manager

Purpose:

This procedure is to ensure that when working outside core working hours compliance is achieved with all Health & Safety, statutory and University regulations, while at the same time providing an open and safe environment that contributes towards meeting the teaching and research objectives of the University.

The procedure details University steps for on:

- Managing flexible working hours,
- Managing after-hours occupational health and safety hazards, Supporting safe access to the workplace at night, and
- Ensuring safety and security of students, staff, facilities and equipment.

The procedure is written in the context of after-hours work. The same procedures are to be applied to working alone during working hours.

Procedure:

Massey University is committed to ensuring the health, safety and welfare of workers, students and visitors at all times while working, including flexibility to undertake work outside conventional hours or alone.

When working after-hours, at night, or alone workers and students are responsible for taking all reasonably practicable steps to ensure their own health, safety and facility security in University facilities and when working off site. Guidelines on personal safety are available in the after-hours procedure. Additional requirements may be set by workers or supervisors. Such requirements may be ongoing or imposed for short periods from time to time.

Supervisors must be aware of workers or students working after-hours or 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 afterhours or alone work by workers is to include vigilant contact to ensure the well-being 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 hazard assessment as detailed in attached Working After-Hours Procedure.

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

Risk activities are defined by example in [Appendix 1](#)



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 after-hours must carry their university identification card. In the case of persons approved as a buddy who are not staff or students of 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 policy 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.

Definitions:

After-hours: After-hours is usually any time between the hours of 6pm – 7am Monday to Friday, all day Saturday, Sunday, statutory holidays, and University holidays. This definition may be varied in employment agreements with staff. *(Note: The purpose of the time definition is to indicate when infrastructural support from other staff presence is not provided. Infrastructural support during working hours includes support processes such as; reception, first aiders, building wardens, technical support, telephony, custodial service, access to specialist advice, “licensed” supervision. Some after-hours work may need to arrange alternative support.)*

Buddy: A person who accompanies a student or staff member after-hours in a support role. A buddy is not necessarily another staff member or student. The buddy should be able to provide assistance and summons support should this be required.

Low risk, moderate, high risk activities: See examples in [Appendix 1](#).

Night: Half an hour after sunset and half an hour before sunrise.

Work: Activity undertaken by students enrolled in papers in order to meet learning requirement of those papers or on behalf of the University such as laboratory processes, teaching, research activity, clerical work, maintenance, study.

Worker: All people undertaking University work in any capacity including: employees; contractor or subcontractor, employees of a contractor or subcontractor, employees of labour hire companies assigned to work in the University, outworkers (including a homeworkers), apprentices or a trainees, persons gaining work experience or undertaking a work trial, volunteers.

Working alone: A situation, where normal supervision or peer support is not readily available.

Audience:

All supervisors: The term "supervisor" covers any staff member with authority to supervise other staff, students, visitors, and persons with business at Massey University. Manager includes titles such as: Vice Chancellor, Registrar, Pro Vice Chancellor, Assistant Vice Chancellor, Chief Executive, Head of Department, Head of School, Head of



Institute, Head of College, Head of Section, Director, Manager, Supervisor, Laboratory Manager, Containment and Transitional Facility Manager, Course supervisors, Lecturers and equivalent titles.

All staff members, students and visitors who work or study after-hours in University facilities.

Relevant legislation:

Health and Safety in Employment Act 1992
Employment Relations Act 2000
Education Act 1989 and amendments

Legal compliance:

Health and Safety in Employment legislation requires that no action (or inaction) can cause harm to another person. A general duty of care is required by the Education Amendment Act 1989.

Related procedures / documents:

- [Health and Safety Policy](#)
- [Working in a Situation Likely to Cause Serious Harm Procedure](#)
- [Research Practice Policy](#)
- [University Workloads Policy and Procedures](#)
- [Policy on Staff Conduct](#)
- [Working After-hours or Alone Guideline](#)

Document Management Control:

Prepared by: University Health and Safety Manager
Authorised by: University Health and Safety Manager
Date issued: April 2014
Next review: December 2017



Appendix One – Risk level and approval performance requirements

Level of hazard risk rating	Suggested type of approval	Notes and performance requirements
Low	<p>Open ended or block approval can be given for this type of work, e.g.</p> <ul style="list-style-type: none"> • work in an office environment. • using a computer laboratories. • studio work not involving hazardous substances, hazardous mains powered machinery, high work. • interview / survey work with communities except high risk groups. • lone working where other support is readily available. • readings or observations from low risk experiments • work in seminar rooms, study areas, libraries, and accommodation facilities. 	<p>Office work hazards are low.</p> <p>Workers/students should arrange a contact to advise safe return.</p> <p>It is advisable to have arrangements to ensure safe if lone night working, such as parking near office or security escort to vehicle.</p> <p>Low risk work in a laboratory or studio work may be deemed as a moderate hazard due to the surrounding hazards.</p>
Moderate	<p>“Block Approval” may be given for this type of work, e.g. a competent worker who is:</p> <ul style="list-style-type: none"> • using hazardous workshop machinery, • interviews with alcohol or drug dependents in a public place, • undertaking laboratory low risk work in a moderate risk laboratory • working in a remote area. 	<p>Some moderate risk activities require appropriate supervision, e.g. students undertaking work with hazardous substances, radiation, or operating workshop machines.</p>
High	<p>“Individual Approval” may be given to a worker provided the hierarchy of controls has been used and adequate controls have been implemented and documented.</p> <p>An example list of high risk activities for laboratories and other environments is shown in Tables 1 and 2 of the after-hours and lone working procedure,</p>	<p>Students should not undertake work where the risk is identified as high without supervisor written approval.</p> <p>Every effort should be made to reduce the level of risk.</p> <p>Where after-hours worker is alone, contact should be made on a regular and planned basis. The frequency should be dependent on the nature of the activities and the perceived hazards. Contact might take the form of periodic visits by the supervisor or regular communication by telephone, or radio, or monitoring device.</p>
Extreme	<p>No approval. Every effort should be made to reduce the level of risk</p>	<p>No staff or student should undertake very extreme risk activities</p>