BUILDING ACCESS GUIDELINES

School of Biological Sciences, Faculty of Science

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Faculty of Science, School of Biological Sciences

Supporting documents, procedures & forms of this policy
OH&S Policy – PER-OHS-POL-039
Children on Campus
Working Alone and After Hours Work Guideline PER-OHS-GUI-164.2
Risk Assessment – PER-OHS-FRM-031.7
http://staff.uow.edu.au/ohs/managingrisk/riskmanagementprinciples/index.html#3
Contractor Guidelines - PER-OHS-GUI-117.7
Emergency procedures
http://staff.uow.edu.au/emergency/index.html#1
Security Services and Contact Numbers
http://www.uow.edu.au/about/security/

References & Legislation
Internet – public access
Staff Intranet – UOW Staff Only

Audience

Expiry date
June 2011

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1 Purpose of GUIDELINES

1.1 These guidelines set out the procedures for staff, students, visitors, and contractors who require access to the School of Biological Science buildings to ensure a safe working environment is maintained.

2 Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition (with examples if required)</th>
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<tbody>
<tr>
<td>Out of Hours</td>
<td>6:30pm-8:00am weekdays and all weekend</td>
</tr>
<tr>
<td>Normal Hours</td>
<td>Monday to Friday 8:00am to 6:30pm except public holidays and University gazetted holidays.</td>
</tr>
<tr>
<td>Level of risk</td>
<td>Low, medium, high or extreme as determined by the University of Wollongong standard risk matrix.</td>
</tr>
<tr>
<td>Laboratory</td>
<td>Any area other than offices, tearooms and bathrooms.</td>
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</table>

3 Application & Scope - Exclusions or Special Conditions (if any)

These guidelines apply to anyone accessing buildings under the management of Biological Sciences including School staff, students, visitors, other University staff and contractors.

The only exception will be emergency personnel in the case of an emergency.

4 Procedure

4.1 Out-of-hours access to Biological Sciences buildings requires sign-in on entry and sign-out on exit. All buildings have an entry log-book for this purpose.

Access to all laboratories is restricted to authorised persons only. All persons entering laboratories must comply with all instructions on lab doors.

Biological Sciences School members must complete the relevant school area induction and a risk assessment must be performed for all aspects of lab work. An additional induction maybe required for work in a new area.

Visitors, contractors & tradesmen must also go through an induction. Repeat visits may require a repeat induction as hazards in labs can change from day to day.

Potentially hazardous (medium, high or extreme risk) activities may only be carried out out-of-hours with the prior approval of the academic supervisor of the person proposing the work and with all controls in place to minimise the level of risk.

Working alone is only permitted if it is done in compliance with the UOW Working Alone Policy http://staff.uow.edu.au/ohs/working safely/workingaloneafterhours/index.html.

High or extreme risk work should never be carried out by a lone individual. Any variation will require prior written approval from the academic supervisor and head of school.

Children under 16 are not permitted in labs, and are only permitted in the building under close adult supervision.

Experiments set up to run overnight must be clearly marked with contact information for the person responsible for the work with instructions in case of an emergency.
## 5 Version Control and Change History

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>Aug 05</td>
<td>Aug 05</td>
<td>Julie Gray</td>
<td>Document created</td>
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<td>BIOLSCI30.1</td>
<td>Apr 08</td>
<td>Apr 08</td>
<td>Julie Gray</td>
<td>Updated version</td>
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<td>Jun 09</td>
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<td>Julie Gray</td>
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