



## Access to Chemistry Buildings and Laboratories

### 1. Purpose

This guideline details the procedures to follow in order to reduce the risk of a person being unable to summon help in the event of an incident or accident.

### 2. Scope

This guideline applies to all student and staff from the School of Chemistry who enter Building 18 or Building 41 to carry out work either in the office and laboratory out of normal working hours.

### 3. References

Working After Hours Guideline OHS164

<http://staff.uow.edu.au/ohs/workingsafely/workingaloneafterhours/index.html>

Security Services and Contact numbers

<http://www.uow.edu.au/about/security>

Emergency and Evacuation Guidelines

[https://intranet.uow.edu.au/content/ohs/emergency\\_management/ohs-emergency-management-procedures.pdf](https://intranet.uow.edu.au/content/ohs/emergency_management/ohs-emergency-management-procedures.pdf)

### 4. Definitions

*Normal Working Hours* - weekdays **8.00am to 6.30pm**.

When evening undergraduate laboratory classes and lecture classes are held, such classes will also be considered as normal working hours for the teaching and support staff involved.

*After Hours* - weekdays **6.30pm to 8am** and **weekends**.

*Categories of Work* - There are three categories of work. Work is categorised depending on their level of risk. Different categories of work are permitted at different times.

*Close Proximity Areas*– Laboratories have been grouped into the following close proximity areas:-

CLOSE PROXIMITY AREAS	
<b>1</b> 18.109 18.111 18.117 HPLC laboratory 18.113 Radiation laboratory	<b>2</b> 18.131 Analytical & Environmental Chemistry 18.101 Biomolecular Mass Spectrometer lab 18.133 Biomolecular laboratory
<b>3</b> 18.207 Synthetic Organic Lab 18.213 Inorganic Chemistry	<b>4</b> 18.220 Organic & Medicinal Chemistry Lab 18.225 Physical Chemistry 18.227
<b>5</b> 18.G25 18.G01 18.G04	
<b>6</b> 41A.267, 41A.270 and 41A.273	<b>7</b> 41A345, 41A.348, 41A.351 and 41A.354

### 5. Procedure

#### 5.1. Access After Hours

Access to Building 18 between the hours of 7.30pm and 7.30am and on weekends is regulated via a PIN number system. Building 41 uses a key system.

ALL staff and students working outside normal working hours (i.e. after 6.30pm weekdays and on weekends) must sign in the out of hours logbook on arrival AND sign out on departure from the building. The sign-in books for Building 18 are located near each of the entrance doors to building 18 and in the level 2 Tea room for Building 41A.

Personal safety issues may need to be taken into account when leaving a building after dark. There is a safe escort service provide by Security. Safe escorts are generally provided to staff or students returning to their motor vehicles, walking to the bus stops on campus or in Northfields Avenue after dark. Call Security on extension 4555 if you wish to use this service.

## 5.2. Work After Hours

The following table outlines the categories of work, which are permitted at certain times.

Category	Time	Type of work permitted
1	Anytime	Reading, writing or the use of instruments which are considered low risk, such as IR, UV, polarimeter, GC, pH meter, magnetic balance, mass-spectrometer, NMR, some electrochemical instrumentation <i>etc.</i>
2	Between 6.30am - 10.00pm seven days per week	Any laboratory work that does not involve toxic or potentially explosive substances or large quantities of flammable liquid. Use of equipment with some element of risk, such as AAS. Where risk assessment is difficult, Supervisors must be consulted in advance!
3	During normal working hours (Monday to Friday 8.00am to 6.30pm).	Work involving toxic or potentially explosive substances or involving large quantities of flammable solvents.  Exception - only under extreme cases and with the written permission of the Supervisor with appropriate safety measures and assistance in place.

Also note that:-

- **No maintenance/modification of any equipment should be done after hours!**
- Research students and assistants may only work after-hours on category 1 and 2 work with permission from their Supervisor.
- No Category 2 work should be carried out in the undergraduate teaching laboratories (Bldg 41) out of normal working hours.

## 5.3. Working Alone Policy

Staff and students generally should not work alone in:

- laboratories where hazardous substances are handled or housed, or where there is a risk of injury from work being carried out.
- areas where power or hand-held tools are used and there is risk on injury from this equipment.
- areas where moving machinery is used.

When after-hours **category 2** work is being performed, it is recommended that **at least two people are within close proximity**

## 5.4. Overnight Experiments

- All potentially hazardous reactions unattended at any time between 6.30pm and 8.00am must be set up in fume cupboards. The fume cupboards should be labelled with an "Experiment in Progress" form, which contains a contact name and telephone number in case of an emergency.
- An overnight or long duration experiment must be discussed with a supervisor and risk assessment forms completed before the experiment is carried out.

### 5.5. Flooding

There have been numerous cases of floods occurring during an overnight experiment. Before leaving water running overnight, check:-

- sinks to ensure they are clear of blockages
- tubing for carrying cooling water to instruments for perishing
- connections to taps. Preferably secure with hose clamps or other suitable means.

Red rubber tubing should not be used to supply cooling water.

### 5.6. Emergencies Out of Hours

- All phones can be used for emergency communication out of hours. The emergency phone number for Security is **4900**.
- If there is a power or water failure out of hours whilst you are in the building, ring Security. The routine phone number extension is 4555. School contact numbers for out of hour power and water failures are also placarded within the building. Please refer to the School of Chemistry Fire Safety and Emergency Procedures  
<http://www.uow.edu.au/content/groups/public/@web/@sci/@chem/documents/doc/uow016878.pdf>
- Large instruments, such as spectrometers should have visible typed instructions and contact details for an emergency situation.

## 6. Reference Personnel

All changes to this document shall be referred to the School Safety Committee prior to implementation.

## 7. Documentation

Chemistry Risk Assessment Form for Laboratory Work OHS171.1

<http://www.uow.edu.au/content/groups/public/@web/@sci/@chem/documents/doc/uow009587.pdf>

Overnight Reaction Sheet

<http://www.uow.edu.au/content/groups/public/@web/@sci/@chem/documents/doc/uow009612.pdf>

These notices should be placed on fume-hoods and work areas for all overnight, long duration experiments.

Out of Hours Logbooks - Located at each entrance in Building 41, Level 2 tea-room Building 41A