

Biological Resources Imaging Laboratory- After hours guidelines

- After-hours are defined as hours from 6.00pm to 8.00am Monday to Friday and all day Saturday, Sunday, public holidays and University holidays.
- Users are defined as staff and students who require after-hours access to BRIL areas B07, B07A, B08, B08A, B09, B17, B17A, and B29 located in basement of C25 Lowy CRC.
- Undergraduate students are **not** allowed to work unsupervised in BRIL.
- After-hours access can be given only to users who
 - are deemed competent by their supervisor to carry out specified activity after-hours; and
 - are deemed competent by the respective trainer(s) to use the lab(s) and/or instrument(s) after hours; and
 - show clear understanding of risks and hazards of working after hours; and
 - show knowledge of what to do in event of incidents/mishaps/emergencies when working alone (by completing risk assessment)
- To obtain approved after-hours access, the user must provide the following a minimum of one week prior to the requested access date:
 1. Completed and signed BRIL After-Hours Form
 2. Experimental Plan, detailing activity and materials being used in BRIL labs
 3. Risk Assessment as per UNSW After-Hours Procedures OHS322, especially addressing
 - Issue of after-hours requirements
 - Procedures to be carried out in BRIL
 - Any hazardous substances to be brought into BRIL labs (MSDS and risk assessment must be provided)
 - Use of GMO derived cell lines or viral transfected samples (NLRD, Exempt Dealings or license must be provided)
 - Consequences of unattended experiments or instrument during after-hours work?
 - Existence of pre-existing medical condition of after-hours users
- User to follow → The BRIL terms and conditions, and UNSW After-hours work guidelines (OHS322)
 - All applicable OHS requirements, guidelines, safe work procedures and/or MSDS pertaining to the respective room(s), instrument(s) and materials used in BRIL areas.
 - UNSW Emergency Flipchart
- User to take reasonable precautions when travelling to and from UNSW after-hours, following the guidelines in the Personal Safety Handbook?
- User given after-hours access must carry their UNSW identification card at all times. Any persons found without this card or appropriate authority/approval will be asked to vacate the area by Security.
- Unauthorised persons are not permitted in UNSW buildings.
- According to the UNSW After-Hours Work policy, a “buddy system” highly recommended. The user should
 1. Provide to the buddy,
 - UNSW Security contact details – 9385 6666;
 - Information about when to call (eg user did not return home as expected); and
 - Relevant information required by Security, such as user name, their working location and any medical condition
 2. Inform buddy of medical condition and medication/first aid requirement
 3. Inform buddy of travel itineraries, schedule, location details and length of stay.
- **On arrival** user to BRIL, user to
 1. Sign the Biological resources Logsheet located on front door entry to basement, Lowy CRC. Failure to do so may result in withdrawal of after-hours access.
 2. Call Security 938 56666, providing room numbers, phone extension and intended departure time.
- **On departure** from BRIL, user to
 1. Sign out on the Biological resources Logsheet located on front door entry to basement, Lowy CRC
 2. Call Security on 938 56666 to inform them of departure.
- User to notify BRIL staff, as soon as practical, of any incidents that occurred during their session and follow the required procedures/processes.