

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 UNSW holidays
- Users are defined as staff and students who require after hours access to BRIL areas Lowy B07, B07A, B08, B08A, B09, B17, B17A, B29 and Wallace Wurth LG19
- Undergraduate students are not permitted to work unsupervised in BRIL
- Unauthorised persons are not permitted in UNSW buildings after hours
- After hours access can only be given to users who:
 - Are deemed competent by their supervisor to carry out specified activity after hours
 - Are deemed competent by the respective trainer(s) to use the specified lab(s) and/or instrument(s) after hours
 - Show a clear understanding of the risks and hazards of working after hours
 - Show knowledge of what to do in event of an incident or emergency when working alone
 - Read and “Declare As Read” all relevant Safe Work Procedures and Risk Management Forms on [SafeSys](#)
 - Provide a completed and signed BRIL After Hours Approval Form a minimum of one week prior to the requested access date
- If any work is to be carried out that is not covered by BRIL safety documentation, including working with hazardous substances, users must provide a detailed risk assessment covering any equipment/substances to be used
- Users must follow:
 - [BRIL Terms and Conditions](#)
 - [UNSW After-Hours Procedures HS322](#)
 - All applicable WHS requirements, guidelines, safe work procedures and/or MSDS pertaining to the respective room(s), instrument(s) and materials used in BRIL areas
 - UNSW Emergency Procedures flipchart
- Users must take reasonable precautions when travelling to and from UNSW after hours
- Users granted approval for after hours access must carry their UNSW identification card whilst on campus. Any persons found without this card or the appropriate authority/approval will be asked to vacate the area by security

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- BRIL requires the following “buddy system” to be in place:
 - Work colleagues are nominated as primary and secondary buddies (secondary buddy is used when the primary buddy is unable to be contacted)
 - The user must notify the buddy upon arrival/departure arrival at work, and at intervals as specified by the user in the BRIL After Hours Approval Form whilst at work (dependent on the associated hazards and risks of the proposed work)
 - Buddies must be provided with:
 - ◆ Contact details for UNSW security (9385 6666)
 - ◆ A plan of action if an incident occurs or if communication is lost with the user (ie. when to call security, when to come into work)
 - ◆ Information about travel itinerary, schedule, work location, work contact details and length of stay
 - ◆ Information about any medical conditions and medication/first aid requirements
- Upon arrival users must:
 - Sign the Biological Resources Centre logsheet located at the entrance to the animal facility (failure to do so may result in withdrawal of after hours access)
 - Call Security 9385 6666 providing room numbers, phone extension and intended departure time
- Upon departure users must:
 - Sign out on the Biological Resources Centre logsheet
 - Call Security on 9385 6666 to inform them of departure
- Users are to notify BRIL staff, as soon as practical, of any incidents that occurred during their session and follow the required procedures/processes

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