**WORKING OUT OF HOURS GUIDELINE**

**Section 1 – Background and Purpose**

**Overview**

As a Higher Education Institution with significant research activity, there is requirement for academic staff and higher degree research (HDR) students to access University facilities such as laboratories, zoology & agricultural reserves, glasshouses, outdoor education facilities etc outside of hours. Administrative and academic staff may also require occasional out of hours access to office spaces.

**Purpose and Objectives**

The purpose of this Guideline is to provide information on the parameters for working safely outside established work hours. For ease of applying this Guideline, *out of hours* is from 1900 to 0700 on weekdays when the University is operational.

In addition, annual University shutdown, recognised public holidays and weekends are all considered out of hours, therefore this Guideline will apply.

**Section 2 - Scope**

This Guideline is applicable to all staff and students accessing University facilities outside working hours with the exception of the following:

* Staffing and staffed areas of the University such as the Libraries, Sport Infrastructure, outdoor education facilities and University events
* Staff and contractors attending maintenance servicing and breakdown for facilities and equipment where I&O processes apply

**Section 3 – Policy Statement**

[Security Policy](https://policies.latrobe.edu.au/document/view.php?id=21) and [Health & Safety Policy](https://policies.latrobe.edu.au/document/view.php?id=179).

**Section 4 – Procedures**

Nil.

**Section 5 – Guidelines**

When attending any campus of the University out of hours, the following Guidelines will be followed:

* Log your arrival by calling Campus Security ext 2222
  + Provide details of the building or area which will be accessed
  + Provide an estimated duration (time) and contact details such as mobile phone number
* Contact Campus Security when leaving the campus

UniSafe is the security service available at all campuses for students and staff accessing carparks and public transport. Use of this service during out of hours is encouraged.

Staff and students acessing laboratories must ensure the [Health & Safety Procedure – Laboratory (Research) Safety](https://policies.latrobe.edu.au/document/view.php?id=361) is strictly followed with particular focus on Section G, Working Alone.

Staff and HDR students staying back later on a work day will follow this Guideline after 1900 hours. i.e. notifying Campus Security.