

After Hours Form

General information

Use this form for permission to work after hours in School of Engineering Laboratory & Workshop spaces.

After hours work is work between 5pm and 8am Monday to Friday or any time on weekends.

Work must be risk assessed and deemed low risk (single inducted worker) or medium risk (two inducted persons) for after hours permission to be granted.

Refer to [After hours procedure for laboratories and workshops](#) for additional information.

Requestor Details

Name

Email

Mobile Number

Access Details

Area to be accessed

Start Date

End Date

Time of Entry

Departure time

Is security required to open and lock up area (Security P: 5227 2222) Yes No

Work to be completed Details

(Include information about your experiment/work to be completed including any equipment or chemicals being used)

Risk Level of Work

Refer to [After hours procedure for laboratories and workshops](#) for definition and examples of low, medium and high risk work.

Select appropriate Risk level below:

Low Risk: work can be completed by a single inducted/trained postgraduate student or staff member.

Medium Risk: work must have two inducted/trained postgraduate students or staff members in the area.

High Risk: work cannot be completed after hours

Declaration

I/we agree to only complete the tasks stated above and will follow all required safety rules/processes and wear the required protective equipment.

Primary
worker:

Secondary
worker:

Approval

Academic
Supervisor:

Area
supervisor: