




Safe Work Procedure			
<b>Title</b> <i>(Name of the activity)</i>	SWP_160_P3.51_CR_AH_V1.0	<b>Date</b>	23/05/2024
		<b>Version</b>	1.0
<b>Risk Assessment Name &amp; Number</b>	RA_160_L3_P3.51_V1.0 RA_160_L2_P2.50_V1.1	<b>Residual Risk from RA</b>	
		<b>Medium</b>	
<b>Hazards identified in the Risk Assessment</b>	After Hours Access to laboratory: Work to be conducted after business hours/weekend/public holiday		
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		Ph:	
		Ph:	
<b>Insert photo (optional)</b>			
<b>Personal Protective Equipment</b> <i>(Choose from Table 1)</i>			
<b>Hazardous Chemicals</b> <i>(Choose from Table 1)</i>			
<b>Identify Energy Source of Plant or Equipment, if this SWP involves the use of a Plant/Equipment</b>	N/A		
<b>After Hours Restrictions</b>	<ul style="list-style-type: none"> <li>No research/experiments/procedures with a residual risk of medium or higher is permitted after hours.</li> <li>No work involving chemicals to be conducted after hours.</li> <li>Undergrad students and visitors are not permitted in labs after hours.</li> <li>Work conducted after-hours requires to have a buddy system with minimum 2 people in the lab/area, or a check-in/out system with another person to be established.</li> </ul>		



This SWP can be used:

- To provide written instruction for workers and students to safely work on the activity if it does not require Tier 3 Proficiency Training; or
- As assessment criteria for Tier 3 Proficiency Training

Workers must read and completely understand the SWP before can be allowed to work on the activity without direct supervision.

It **DOES NOT** replace the supervision requirements specified in Chapter 3.2.

**When used as assessment for Tier 3 Proficiency Training**, the trainer must be completely satisfied that worker can perform the activity safely and independently in accordance with this SWP in a proficient manner before signing them off in the Tier 3 Proficiency Training Record Booklet. See Chapter 3.2 for detailed requirements

## Working After-hours Supervisor Approval Form


To be completed by Supervisor	
Has the worker demonstrated a level of proficiency to work in the nominated area and to use the equipment unsupervised?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have the hazards been identified, controlled, and documented in the risk assessment for the activity?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you approve this work to proceed after hours?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Supervisor Name:</b>	
<b>Signature:</b>	<b>Date:</b>

## Working After-hours Worker Agreement

To be completed by Worker	
As a worker in RSPHys, I confirm that I have read and fully and completely understand the instruction provided in this SWP. I will follow this SWP when performing this activity at a university facility.	
<b>Name:</b>	<b>ID Number</b>
<b>Signature:</b>	<b>Date:</b>



Table 1. PPE and Chemical Hazards Selection Table

PPE and Chemical Hazard Logo Selection Table	
<p><b>PPE logos</b> A more extensive list is available from RSPHys WHS Office</p>	
<p><b>Others:</b> [a more extensive list is available from RSPHys WHS Office]</p>	
<p><b>HazMat, GHS, Dangerous Goods Pictograms</b> A more extensive list is available from RSPHys WHS Office</p>	