



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES
OCCUPATIONAL HEALTH, SAFETY AND THE ENVIRONMENT UNIT

**The Procedure for Working and Operating
Outside Conventional Working Hours**

INTRODUCTION:

Working and operating outside conventional working hours at The University of the West Indies in certain circumstances, situations or environments can increase the risk to the health and safety of the person. The purpose therefore is to ensure that as far as reasonably practicable, adequate systems are implemented and followed to preserve the Health, Safety and Welfare of Lone Workers, that is, a member of staff or student that may be working and operating outside conventional working hours.

SCOPE:

This policy applies to every employee, student, contractor or visitor at our facilities.

DEFINITION:

Conventional Working Hours – *“The Conventional Working Hours will be defined by the department/unit/section of the particular faculty.”*

PROCEDURE:

Working and operating outside conventional working hours (including weekends and times when the University is formally closed), the following OHSE requirements must be observed.

1. Anyone working and operating outside conventional working hours must have the written permission of the Head of Department and in the case of students any experimental work must be approved in advance by their supervisor/lecturer. Students must inform and make sure their supervisor/lecturer is fully aware of the category of work they will undertake. Heads of Departments may permit untrained staff to work outside conventional hours alongside other trained staff in low risk areas on an infrequent basis, but only when there is adequate trained supervision.

2. Anyone working and operating outside conventional working hours **MUST NOTIFY** Security of their time of arrival, their exact location, telephone contact and their proposed time of departure.
3. Anyone who works and operates outside conventional working hours must understand the emergency system and know what to do in the case of Fire, Accident or other foreseeable emergency, including the importance of accident reporting. They must be familiar with the building and have sufficient information and instructions to be capable of responding effectively to emergencies.
4. Students must not work and operate alone and must, as a minimum, be within shouting distance of a colleague. Undergraduates are not allowed to work and operate outside conventional working hours unless under the direct supervision of a member of staff. If, in exceptional circumstances, a Head of Department sanctions working and operating outside conventional working hours for a particular group of undergraduates, he/she must ensure that a risk assessment of the activities has been made and appropriate supervisory and safety measures are in place.
5. With the exception of lecture sessions, departments must operate a signing in/signing out system to be used by everyone working and operating outside conventional working hours. Where possible such a system should be centered on the main entrance to the building or at an appropriate location.

Persons entering each building outside conventional working hours should:

- Enter their name in the assigned book for working and operating outside conventional working hours, giving also their time of entry and principal location.

- When leaving the building, persons must enter the time of departure in the assigned book for working and operating outside conventional working hours.
6. The Security Department should be informed of evening lectures.
 7. Apparatus left running overnight must include fail-safe features. Permission must be obtained from either the person in charge of the laboratory or other authorized personnel from the department before equipment is allowed to run through the night or unattended at weekends. Appropriate signs indicating that the equipment is to be left running should be clearly visible on or beside the apparatus concerned and posted on the door of the room where the experiment is taking place. It should bear information on who is running the experiment and the names of person(s) to be contacted in an emergency. Every department should ensure that the Security Department has the name(s) of persons to be contacted in the event of mains failure or other malfunction to services.
 8. Heads of Department or other authorized personnel must give permission for accompanied visitors to enter the department outside conventional working hours. Permission must be sought in advance during the normal working day.
 9. Visitors must also sign their names in the assigned book for working and operating outside conventional working hours and signify their status as "Visitor".
 10. Staff or students authorized to work and operate outside conventional working hours and who take visitors into departments, must supervise their visitors closely throughout the period of the visit. Heads of Departments may require a declaration to this effect. Failure to comply with these requirements may result in withdrawal of authorization to work and operate outside conventional working hours.

11. Visitors are not permitted to enter laboratories or other high-risk areas, or interfere with the work of others.

RESPONSIBILITIES RELATING TO WORKING AND OPERATING OUTSIDE CONVENTIONAL WORKING HOURS

Senior Management will be:

- ✓ Promoting and supporting the procedure outlined;
- ✓ Assuming overall responsibility for the area and the Health and Safety of persons that utilize it;
- ✓ Properly identify staff that have jobs that require them to work and operate outside conventional working hours;
- ✓ Identifying the need to work and operate outside conventional working hours;
- ✓ Ensuring that all staff working and operating after conventional working hours are aware of the hazards that exist.

Staff:

- ✓ Responsible for their Health and Safety as well as their colleagues who may be affected by their actions;
- ✓ Informing their Supervisors or Managers of unsafe working practices;
- ✓ Immediately reporting any accidents that may occur to the Supervisor or Manager;
- ✓ Supervise or arrange for supervision of students that work and operate outside conventional working hours.

Students:

- ✓ Students must obtain written approval from the Head of Department for each session required to work or operate in the Laboratory. Permission must be sought seven (7) days in advance. This request must be accompanied with a detailed

description of the work to be done in the lab, the equipment to be used; chemicals or other consumables required and all precautions required to be in place for the work to be done safely.;

- ✓ Students must inform the Technician in charge of the respective lab/s in which they wish to undertake experimental/research work. Students must inform the Technician of the category of work they will undertake providing them with the detailed scope of works;
- ✓ Students are required to sign in the provided log book every time they enter and exit the Laboratory and must have their **UWI Student ID visible**;
- ✓ Students must obtain written approval from the respective Laboratory Technician for use of specific pieces of equipment for each Laboratory session prior to obtaining Head of Department's approval;
- ✓ Students must ensure that the laboratory is left clean after work is performed (as clean as the work allows). After use students must ensure that all pieces of equipment are switched off before leaving the Laboratory;
- ✓ Visitors and students are not permitted to enter other Laboratories or other high-risk areas, or interfere with the work of others.

EMERGENCY RESPONSE ACTIONS

In all buildings, on hearing a continuous fire alarm all persons should render their equipment safe, leave the building by the nearest safe exit and proceed to the emergency assembly point. They should sign out if safe to do so and proceed to the emergency assembly point. If it is impossible to sign out safely, the names of those who have left the building should be reported to the Fire Service as soon as possible. Those in charge of lectures/classes should inform the Fire Service on behalf of the class, once they have ascertained that everyone in that group is out of the building.

Nobody should re-enter the building until a responsible person has given clearance, even if the alarms have been silenced. All other actions should be in accordance with the Emergency Response Plan.

EMERGENCY RESPONSE ARRANGEMENTS

Everyone has a duty to prevent accidents. Careful planning of every activity is important. It is essential to make plans in advance for the proper handling of an emergency. Everyone who works or operates outside conventional working hours should be familiar with any special emergency instructions relevant to the area(s) in which they work.

It is of the utmost importance that all persons familiarize themselves with the systems which are available in each area they use.

In event of an emergency outside conventional working hours

- Call the Emergency Telephone Numbers listed below for assistance

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| SECURITY | Extension 2120/3510; 662-4783 (24 Hours) Extension 2121/3497/3512 Monday – Friday 8:30 a.m. – 4:30 p.m. |
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MEDICAL SERVICES

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|------------------------|--|
| - Health Services Unit | Extensions 2149/2152 During Semester: 8:30 a.m. – 8:00 p.m. (M – F) During Vacation: 8:30 a.m. – 4:30 p.m. (M – F) |
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| - Ambulance Services | 811 |
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| OHSE UNIT | If direct contact cannot be made to the Office please call Security |
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| FIRE SERVICES | 990; 662-4707/645-0201 |
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| POLICE | 999; 662-2522; 662-4038 |
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- Use Emergency Telephones to report emergencies or to contact Campus Security for assistance if you do not have access to a telephone in or around your building. The Emergency Telephones are located at the following locations:

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| 1. | School of Education | 4216 |
| 2. | Department of Creative & Festival Arts (Agostini Street) | 4218 |
| 3. | Open Campus/Distance Ed. (TTPOST) | 4211 |
| 4. | Bank Building | 5601 |
| 5. | Sir Frank Stockdale building | 5701 |
| 6. | Human Resources Division | 4220 |
| 7. | Learning Resource Centre | 5600 |
| 8. | Student Activity Centre | 4217 |
| 9. | JFK | 5700 |
| 10. | Engineering, Block 7 | 4125 |
| 11. | Engineering, Block 1 | 4221 |
| 12. | Chemistry, C3 Bldg. | 4212 |
| 13. | SALISES building | 5900 |
| 14. | TGR | 4222 |

PERMISSION FORM TO WORK AND OPERATE OUTSIDE CONVENTIONAL WORKING HOURS

I, (Name of student in block letters), hereby request permission to work or operate in (Name of lab) in the Faculty _____ of _____ from (Insert date) to (Insert Date) during the hours of _____ to _____ for the purpose of conducting research work.

Student Name: _____

Faculty: _____

Student ID #: _____

Student's Contact #: _____

Signature of Student: _____

Date: _____

LIABILITY STATEMENT

I hereby acknowledge that I must comply with The University's code of principles and responsibilities for students. I accept that in the event of any incident/accident that I must cooperate fully with the investigators and would be held responsible for any act or omission that results in injury/damage to the equipment/property of The University of the West Indies. I also acknowledge that I would be held responsible for any incidents resulting from any deviations from the agreed scope of activities.

Student Name (Block Letters): _____

Student ID #: _____

Signature of Student: _____

Date: _____

FOR OFFICIAL USE ONLY:

Signature of Lab Coordinator/s: _____

Date: _____

Signature of Chief Technician: _____

Date: _____

Signature of Head of Department: _____

Date: _____


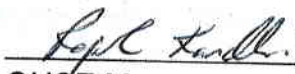

Comments: _____

Permission Granted: YES NO

- A stamped copy is to be sent to:
- (1) Laboratory Technician/Chief Technician
 - (2) Department's Office
 - (3) Student
 - (4) Estate Police

Attachment – Scope of work to be conducted

AUTHORIZATION LOG

| | | |
|----------------|--|--------------------------|
| Authorized by: |  _____ Campus Registrar | <u>210314</u> DATE |
| Approved by: |  _____ OHSE Manager | <u>7/3/2014</u> DATE |
| Prepared by: |  _____ Rajesh Kandhai | <u>27/9/2013</u> DATE |

REVISION LOG

| Revision Date | Content Owner Name/Title | Approver Name/Title | Revision Details |
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