



KING FAHD UNIVERSITY OF PETROLEUM & MINERALS

**College of Petroleum
Engineering & Geosciences**

CPG-OHS

WORKING AFTER-HOURS OR ALONE PROCEDURE

Purpose:

This procedure is to ensure that when working outside core working hours compliance is achieved with all Health & Safety regulations, while at the same time providing an open and safe environment that contributes towards meeting the teaching and research objectives of CPG and KFUPM.

The procedure details steps for on:

- Managing flexible working hours,
- Managing after-hours occupational health and safety hazards,
- Supporting safe access to the workplace after working hours, and
- Ensuring safety and security of students, staff, facilities and equipment.

The procedure is written in the context of after-hours work. The same procedures are to be applied to working alone during working hours.

Procedure:

CPG is committed to ensuring the health, safety and welfare of employees, students and visitors at all times while working, including flexibility to undertake work outside conventional hours or alone.

When working after-hours, at night, or alone researchers, staff and students are responsible for taking all reasonably practicable steps to ensure their own health, safety and facility security in CPG facilities. Guidelines on personal safety are available in the after-hours procedure. Additional requirements may be set by workers or supervisors. Such requirements may be ongoing or imposed for short periods from time to time.

Supervisors must be aware of researchers, staff and students working after-hours or at night or alone, and ensure regular and ongoing after-hours work is monitored to ensure it is reasonable, justified, and not likely to cause ill health. All afterhours or alone work by workers is to include vigilant contact to ensure the well-being of the worker. The extent of vigilance is to be based on the risk of the activity.

Supervisors must approve after-hours or alone access using the following strategies:

- Low risk activities - approval can be open-ended and ongoing. Approval may be implicit in course material, conditions of employment, or equivalent. After-hours work may be unsupervised.

- Moderate, high, or extreme risk activities must have a hazard assessment as detailed in attached Working After-Hours Procedure. The approval must include contact processes and frequency should an emergency occur.
- Risk activities are defined by example in Table 1.0.

Table 1.0: Risk level and approval performance requirements

Level of hazard risk rating	Suggested type of approval	Notes and performance requirements
Low	<p>Open ended or block approval can be given for this type of work, e.g.</p> <ul style="list-style-type: none"> • Work in an office environment. • Using a computer laboratory. • Laboratory work not involving hazardous substances, hazardous mains powered machinery, high work. • Interview / survey work with communities. • Lone working where other support is readily available. • Readings or observations from low risk experiments • Work in seminar rooms, study areas, libraries, and accommodation facilities. 	<p>Office work hazards are low. Workers/students should arrange a contact to advise safe return. It is advisable to have arrangements to ensure safe if lone night working, such as parking near office or security escort to vehicle. Low risk work in a laboratory may be deemed as a moderate hazard due to the surrounding hazards.</p>
Moderate	<p>“Block Approval” may be given for this type of work, e.g. a competent worker who is:</p> <ul style="list-style-type: none"> • Using hazardous workshop machinery, • Undertaking laboratory low risk work in a moderate risk laboratory • Working in a remote area. 	<p>Some moderate risk activities require appropriate supervision, e.g. students undertaking work with hazardous substances, radiation, or operating workshop machines.</p>

High	“Individual Approval” may be given to a worker provided the hierarchy of controls has been used and adequate controls have been implemented and documented.	Students should not undertake work where the risk is identified as high without supervisor written approval. Every effort should be made to reduce the level of risk. Where after-hours worker is alone, contact should be made on a regular and planned basis. The frequency should be dependent on the nature of the activities and the perceived hazards. Contact might take the form of periodic visits by the supervisor or regular communication by telephone, or radio, or monitoring device.
Extreme	No approval. Every effort should be made to reduce the level of risk.	No staff or student should undertake very extreme risk activities.

Young students, in the first two years of an undergraduate degree are permitted to undertake low risk activities alone after-hours. If the risk is moderate or high, supervision or an equivalent control must be arranged.

Competent mature students, final year (3-year degree) and higher students or equivalent, honors year, post graduate students, and staff are permitted to work alone after-hours. For moderate and high-risk activities, approval and conditions of access must be documented.

No unauthorized persons are permitted into CPG facilities. Researchers, staff and students working after-hours must carry their university identification card. In the case of persons approved as a buddy who are not staff or students of CPG, a written authority must be carried. All staff and students are entitled to ask to see the university identification card or appropriate authority of any person(s) they encounter on CPG premises at any time. Any persons found without their university identification card or appropriate authority can be asked to leave the area by security.

WORKING AFTER-HOURS OR ALONE GUIDELINE

When working after-hours, the risks of certain hazards may be increased due to the reduction in immediate assistance in the event of an incident. Outside of university core working hours, trained on site emergency response personnel may be unavailable. These may include: building and floor wardens for building evacuation, first aid trained staff, facility staff such as Laboratory Managers and medical center. Other services such as telephony and custodial services may not be available.

Risks may also be increased when working alone during working hours due to unavailability of immediate assistance.

Prior to allowing students or staff to work after-hours, their supervisor should assess the hazard or the work or facility using the following steps:

- Hazard risk assessment
 - Identify, assess, and control the hazards
 - Determine supervision requirements
 - Determine emergency arrangements
- Competency of worker
- Approval to undertake the work
- Review of after-hours approval if activity or workplace changes.

Hazard assessment

A hazard risk assessment should be conducted for the work and after-hours work before the work commences. The hazard assessment should cover:

- ♣ Identification of all foreseeable hazards arising from the work,
- ♣ Assessing the risk(s) of each hazard,
- ♣ Control of the hazard to a level that is acceptable (reasonably practicable),
- ♣ Availability of support in an emergency situation.

The hazard risk assessment identifies a rating for each hazard in the task or process e.g. low, moderate, high, or extreme. This rating is used to determine:

- ♣ The level of supervision required,
- ♣ The type of authorization required,
- ♣ If the task is permitted to be undertaken by students or workers.

The following items may influence the hazard risk assessment outcome for after-hours or alone work:

- ♣ The number of people working in the area after-hours;
- ♣ Security in the area where work is being undertaken;
- ♣ The level of emergency personnel assistance available after-hours in the event of an incident, e.g. fire wardens and first aid qualified staff;
- ♣ Requirement to complete a building after-hours log book for evacuation checking;

- ♣ Consequences of unattended experiments or equipment during after-hours work;
- ♣ Competency and level of experience, skill and training of the individual undertaking the work;
- ♣ Whether the substance, equipment or work is too hazardous or dangerous to be used after-hours;
- ♣ Availability and requirement for a “buddy” for backup support or communication; ♣ Ability of buddy to render assistance, support, or raise alarm;
- ♣ Access to communication (e.g. phone, mobile phone, 2-way radio);
- ♣ The journey to and from where the work is being conducted and the mode of transport.

Hazard assessments must consider the possible increase in risk because of reduced access to experienced staff and emergency services for after-hours work.

Competency of the worker:

For moderate to high risk activities, the supervisor must determine and validate that the worker undertaking the afterhours work is competent to undertake the work. The supervisor should record the competency assessment.

Approval to undertake work:

Supervisors should record approval given to undertake after-hours work. The record should include:

- ♣ Duration of approval,
- ♣ Procedure, equipment, areas that can be accessed/used,
- ♣ Tasks that can be undertaken, and
- ♣ For moderate to high risk activities, detail of required controls in the hazard assessment, including monitoring and emergency procedures.

Review of the after-hours approval if activity or workplace changes:

A review of the after-hours approval is required when there is a change in the workplace or activities being undertaken.

Example list of high-risk hazards that may occur in laboratories:

High risk hazards which could be encountered include the following:

- ♣ Operating apparatus capable of inflicting serious injury.
- ♣ Working with, or near, toxic or corrosive substances where there is a significant risk of exposure to the substance, considering the volume used.
- ♣ Using apparatus that could result in explosion, implosion, or the release of high energy fragments or significant amounts of toxic or environmentally damaging hazardous material.
- ♣ Working with exposed energized electrical or electronic systems with nominal voltages exceeding 50 V AC or 120 V ripple-free DC. NOTE:

These limits are for dry, indoor conditions and a more conservative approach should be taken in other conditions.

- ♣ Another general laboratory process as relevant

Example list of high-risk hazards that may occur in non-laboratory activities:

Examples of high-risk hazards which could be encountered are:

- ♣ Operating equipment or machinery, including workshop machinery, capable of inflicting serious injury, such as chainsaws, firearms, lathes and power saws.
- ♣ One on one interview with people where there is a high probability of violent behavior.
- ♣ Work involving climbing towers or high ladders.
- ♣ Working in environments not at atmospheric pressure.
- ♣ Operating equipment which could explode, implode, or release of high energy fragments or significant amounts of toxic or environmentally damaging hazardous material.
- ♣ Working with live mains electricity.
- ♣ Individual or student led research or field work in high risk activity.
- ♣ Working in oxygen reduced environments, or contaminated atmosphere.
- ♣ Working in enclosed spaces.
- ♣ Environments with extreme temperatures.

GUIDELINES FOR PERSONAL SAFETY WHEN WORKING AFTER-HOURS

University facilities used after-hours may hold items of value or be attractive to others, who may gain forced entry or wait for a staff member to arrive with keys or access codes. Examples of items that are attractive include cash, chemicals, apparatus, machinery, valuables, AV and computing equipment, research material, intellectual property. The attraction may be to gain an item for alternative use, or ideological such as disrupting a process that is not agreed with. When staff or students are working after-hours, it is preferable to have at least two staff or students working together if possible. Security needs to be informed when alarms are deactivated after-hours. Security can provide escort for staff to their vehicles when work has finished if they have concerns, or workers should relocate vehicle or transport to facilitate safe exit from the building and vicinity.

Measures to enhance safety for after-hours lone working are:

- Ensuring the building can be adequately secured from the inside.
- Keeping doors locked to prevent casual entry, if appropriate.
- Knowing location of help point locations, or arranging a remote-control device, that can be used to activate an audible alarm and alert Security, if safety is threatened.

If you arrive early:

- If you are the first person to arrive at work check for any sign of forced entry.
- Where any signs of force are observed the facility should not be entered, as an intruder could be present. The Police or Security should be called, and any other employees warned when they arrive

If you will be finishing late:

- Park as near to your building as possible in an area that will be well lit at night.
- Consider other transport options if the only parking available is at an isolated location.
- Let someone know you will be working late.
- Check that you are secure inside the building and that no doors or windows have been left open or unlocked.
- When leaving the building check the immediate area outside for any people loitering, before opening the door.
- Use the best lit route to your car and have someone walk with you if possible.