

FSE After Hours or Working Alone | Approval Form

- Working After Hours
 Working Alone

FACULTY OF SCIENCE
AND ENGINEERING



MACQUARIE
University

Note: Read the [FSE After Hours or Working Alone Procedure](#) prior to completion; refer to section 4.2 and 4.3 for risk level guidance.

Office Use: Risk Assessments Reviewed? Yes No Date of Approval:

/ /

Date of Next Review:

/ /

Person(s) covered by this approval: (attach list if more space required)

Name	Position	Telephone & Email	Signature	Date	Approval duration/conditions <i>e.g up to 10pm weekdays until 1/5/19</i>

Location(s) where work will be conducted (if working in multiple locations, authorisation must be obtained from ALL location supervisors)

Location 1:	Name of Location 1 Supervisor:	Approval Signature:	Date:
Location 2:	Name of Location 2 Supervisor:	Approval Signature:	Date:
Name of Supervisor:	Position:	Approval Signature:	Date:
Name of Head of Department:	Department:	Approval Signature (if required):	Date:
Conditions of approval:			

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Day(s) and time(s) approval is requested (Tick/check all that apply and add times)	
<input type="checkbox"/> Weekdays 7pm-10pm period: Approval requested from _____ pm to _____ pm	End date: _____
<input type="checkbox"/> Weekdays 10pm-7am period: Approval requested from _____ pm to _____ am/pm	End date: _____
<input type="checkbox"/> Weekends/public holidays 8am-6pm period: Approval requested from _____ am/pm to _____ am/pm	End date: _____
<input type="checkbox"/> Weekends/public holidays 6pm-8am period: Approval requested from _____ pm to _____ am/pm	End date: _____
Equipment, substances, areas that can be accessed or used:	
Summary of the tasks that can be undertaken:	
Tasks that cannot be undertaken: <i>Any tasks not explicitly mentioned above are excluded from this approval</i>	
Specific controls and additional precautions:	
Communication methods (e.g. Call-back or Buddy System) and management plan (what is the action plan when "no call back" is received?)	Call-back or Buddy contact details:
Emergency shutdown procedures:	After Hours Emergency Contacts
Safe Work Instructions, Safe Operating Procedures, Risk Management Forms <input type="checkbox"/> Attached – Provide list of documents attached here:	

* Refer to 4.2.2 of the FSE After Hours or Working Alone Procedure for information on student supervision requirements