1. Appropriate clothing and personal protective equipment must be worn as detailed on the risk assessment for the project or entry of the building area.

2. University identification card must be carried at all times whilst on campus.

3. Send an email to Security-Services@newcastle.edu.au advising them when you are on-site, the building where you will be working and your estimated length of stay and contact phone number.

4. Report ANY hazardous condition or incident using University procedures and forms immediately.

5. Keep a copy of the risk assessment and relevant MSDS with you during the project work if applicable.

6. Ensure all entrances of the building you enter that you have access to are closed and locked.

7. Evacuate the building in the event of a fire alarm triggering in it.

8. Operate within the parameters of the project work that is defined on the permit application for after-hours access.

9. Operate any tool or plant within the manufacturers’ guidelines and as detailed in the safe work practice that has been developed.

10. Provide Security Services or nominated general staff your identity on request.

11. Do not let any person into the building.

12. Do not invite other persons into the building that have not been approved for after-hours access under any circumstances.

13. Contact Security Services on 15729 for an escort service to your vehicle in the event that you feel your personal safety may be at risk for any reason.

14. Contact Security Services on 15888 in the event of an emergency.

I have read, understood and will comply with the requirements detailed above when I am within the Faculty of Engineering & Built Environment after-hours at all times.

Name:___________________________________      Student No: ______________

Signature:______________________________  Date:_____________________

Faculty: FEBE
Form: Req/AHA/2007 V1
Date: 07/12/07