To gain After-Hours access to SEIT Laboratories students must follow a set of procedures including completion of mandatory paperwork:

* **After-Hours Work Approval Form**
* **Risk Management documentation (HS017)**

To be determined by Lab Supervisor or Supervising Academic (if applicable)

Students must:

* **Contact their supervisor seeking permission to access Lab after hours**

After-Hours Access Work Approval Form must be completed and signed off by Supervisor (and Lab Supervisor if applicable)

* **Contact the laboratory supervisor to discuss their access and task requirements:**

Depending on Lab task, students may be required to complete Risk Management documentation.

Completed Risk Management documentation must be entered into SafeSys prior to final approval.

Submission of documentation:

Students must deliver completed documents to the SEIT Administration office, or scan and email to [SEIT@adfa.edu.au](mailto:SEIT@adfa.edu.au)

Approval:

Final approval is given by the SEIT Deputy Head of School before access granted.

Contact:

Please direct any questions or concerns to us at [SEIT@adfa.edu.au](mailto:SEIT@adfa.edu.au)