

Confocal Microscopy Unit - Guidelines for out of hours use

Use outside of the normal working hours of 8:30am to 5:00pm (Monday to Friday), or when all staff are absent, is considered out of hours use.

- All out of hours access must be approved by the facility manager and prior to booking or using the instrument.
- Only fully trained, experienced users will be granted out of hours access and this is at the discretion of the facility manager.
- Instruments must be booked and usage times accurately recorded using the booking system
- You must notify somebody from your lab group or household that you will be working out of hours and provide them with the following information:
 1. Date and time you will be in the facility after hours
 2. Building and room number where you will be working
 3. Your contact cell phone number
 4. The phone number of Campus Watch to notify if you do not return home when expected
- Key and swipe card access can be granted as required. Keys must be returned to the unit once the access period is completed.
- Please follow the instructions provided to ensure equipment is left in an appropriate state at the end of the session.
- If a fault occurs with the instrument please notify the facility manager as soon as possible (contact details will be provided in the room).
- Staff will only provide out of hours assistance in special circumstances and this is by arrangement with the facility manager.

All emergencies on campus should be immediately reported to the authorities on 111

Contact Campus Watch for issues with personal safety, building security, or urgent site issues (floods, electrical hazards etc) on:

(03) 479 5000 0800 479 5000 +64 21 279 5000