PLANT BIOTECH FACILITY (PBF)
PROCEDURE FOR AFTER-HOURS OPERATIONS

1. Purpose

To ensure the safety and security of personnel, equipment, and plant materials during after-hours operations at PBF.

2. Scope

This procedure applies to all authorised users conducting activities at PBF outside normal operating hours, including weekends and public holidays.

3. Procedure

Before After-Hours Work

1. Obtain prior approval from the PBF Facility Manager or the person in charge.
2. Inform the supervisor or designated person of the planned activity and expected completion time.
3. Ensure that access to the facility is authorised
4. Confirm that the work area and equipment are safe for use.

During After-Hours Work

1. Conduct only approved activities within the designated work area.
2. Follow all applicable laboratory safety, biosafety, and facility rules.
3. Do not allow unauthorised persons to enter the facility.
4. Do not leave experiments or equipment operating unattended unless the operation has been approved and appropriate safety measures are in place.
5. Report any equipment malfunction, alarm, spill, accident, or other emergency immediately to the designated person.

Before Leaving the Facility

1. Ensure that all work is completed safely and that the work area is clean and tidy.
2. Switch off equipment that is not required for continued operation.
3. Ensure that essential environmental monitoring and control systems remain operational, particularly in the greenhouse growth rooms.
4. Secure plant materials, chemicals, samples, and other relevant items appropriately.
5. Check that doors are properly closed and secured.
6. Record the departure time in the designated after-hours logbook or access record, where applicable.

Emergency Situations

1. In an emergency, stop work if it is safe to do so and follow the applicable emergency procedures.
2. Contact the PBF Facility Manager or designated emergency contact immediately.
3. For fire, serious injury, or immediate danger, contact the University's emergency response team.
4. Do not attempt repairs or handle hazardous incidents beyond your training and authorisation.

4. Responsibilities

All after-hours users are responsible for complying with this procedure, maintaining facility security, and reporting incidents promptly.

5. Important Reminder

After-hours access is a privilege and is subject to approval. All users must comply with PBF facility rules and applicable biosafety requirements.