

Policy for Working after Normal Hours

*X-ray Diffraction Laboratory
Analytical Centre, UNSW*

(Provisional)

Due to the reason of radiation safety, undergraduate students and un-experienced users (operation experience less than 20 hours) are not allowed to work in X-ray diffraction laboratory after the normal hours (6:00 pm to 8:00 am and weekend). Experienced users can work at those time slots, but some extra-precautions have to be taken.

1. Sign in and out

The users (experienced users) must sign in and out on the “**After Hours Logbook**”, when he/she works in the laboratory after the normal hours. In case of an emergency, the user should carry the logbook with him, when leaving the lab, and immediately hand over the logbook to the emergency manager on site.

2. Emergency Contact

The user, working after the normal hours, should carry a personal communication device, such as mobile phone, and inform a person (e.g. a friend) that he/she would work in the laboratory for specified time slot.

In the laboratory there is an emergency contact list and emergency buttons. The users should first know their locations and use them when necessary.

3. Work at later night

User should not stay in the laboratory at later night (11:00 pm to 6:00 am). The methods of batch program should be used to run the measurements automatically during this time.

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