



The
University
Of
Sheffield.

Electronic and
Electrical
Engineering.

Authorisation for Out-of-Hours* (non-experimental) Work

NAME(please print)

DATES OF APPLICATION:/...../..... Position: PG/RA/Acad/Admin/Tech/Visitor (circle as appropriate)

Details of work to be carried out and justification for out-of-hours access

Building:	Room No:

U-Card No:

0	0								
---	---	--	--	--	--	--	--	--	--

Please read the following statements below and sign to confirm that you understand your obligations on each occasion that you work in the Department, outside normal working hours:

- I have completed all training required by EEE and this is up to date:
 - Fire Awareness,
 - Out of Hours Hazards and Risk Awareness,
 - Display Screen Equipment (DSE),
 - General Risk Assessment Techniques,
 - Safe Manual Handling
 - COSHH Awareness
 - H&S Induction (online)
- I will sign the register located at the Portobello Porters’ Lodge when working outside normal hours in that building.
- I will not lend my U-Card to anyone or bring in any unauthorised persons in to the building.
- I will ensure that the main door always closes and locks behind me.
- I will report any unusual incident that may occur while working in the department out of hours to Security.
- I will undertake only the work described above.

Signed: Date:

Supervisor’s Consent

Supervisor name (please print):.....

Supervisor Signature: Date:

Authorised by:
Safety Officer/Technical Manager: Date:

* Normal Working Hours are 08.00 hrs to 18.00 hrs, Monday to Friday, excluding days when the Department is formally closed.

DSO/DTM Use only

Training	Date taken	Expires
Fire		
OOH		
Risk Assessment		
Manual Handling		
DSE		
COSHH		
H&S Induction (on-line)		

Received:	
Approved:	
Rejected:	