

After Hours Work - HQ

1. OBJECTIVES

The objective of this policy is to provide a safe and secure workplace for all Melbourne Theatre Company employees and visitors outside operating hours of **8:00am to 6:00pm, Monday to Friday**.

2. SCOPE

The policy applies to the Melbourne Theatre Company headquarters (HQ) building at 252 Sturt St, Southbank, and all Melbourne Theatre Company (the Company) employees and visitors. All individuals engaged in activities reasonably connected with the Company are expected to conduct themselves in a manner consistent with this policy.

3. POLICY/PROCEDURE

After Hours Work

It is recognised individuals perform their work in line with the requirements of their position.

The performed hours of work can be flexible to respond to changing workload, schedules, and performances; and may require working outside operating hours of **8:00am to 6:00pm; Monday to Friday**. E.g., early morning starts, late night finishing, and weekend work.

In these instances, all individuals are required to take the following action:

- Notify their manager of an intent to work “after hours” by arriving early and/or remaining late at work as per agreed local team arrangements.
- Upon arrival at HQ **before 8:00am or after 6:00pm Monday to Friday, and at any time on a Saturday or Sunday**, an individual must register their attendance by signing in and writing their name and arrival time in the Visitors book at the Reception desk.
- Upon leaving HQ, an individual who has signed in as above, must sign-out with their departure time in the Visitors book to confirm they are no longer in the building.

The above ‘sign in’ and ‘sign out’ information provides a record of who is in the building “after hours”. This information is useful in the event of an emergency or building evacuation.

The Company places trust in our people to self-manage the amount of time spent in the building. However, attendance in the building that is not work-related is not endorsed and must be approved by a manager before attending the building.

Exceptions

An employee who is regularly rostered to perform work before 8:00am and/or after 6:00pm Monday to Friday as per position requirements will not sign in and sign out the Visitor book.

Main Entry Door Access

The Main Entry Door into the Reception Desk foyer is open from **9:00am to 5:00pm, Monday to Friday**. The Main Entry Door remains locked outside these hours and requires a security swipe card to gain access.

Additionally, the Main Entry Door may be locked at times during the day over the lunch period or if the Reception Desk is temporarily not staffed.

All other doors to the building, such as the southern emergency exit door into Sturt St and rear building doors into the Miles St loading dock and carpark, are always locked and require a security swipe card to gain access.

Swipe Card Access

Access to the HQ building outside of Reception Desk operating hours requires an active numbered swipe card. An individual can obtain a swipe card by completing and submitting a manager authorised request form that confirms the required building access days and hours. This request will be actioned by the Production Administrator.

The Main Entry Door for the building has an electronic sensor on the right-hand side of the door frame. Passing the swipe card over the sensor will open the Main Entry Door and an internal Reception Desk foyer door.

Both doors will lock behind you within ten seconds. Individuals should stay and watch the doors close to ensure no unauthorised persons tailgate into the building.

Identified irregular and/or unauthorised 'after hours' work will be addressed with an individual and may result in HQ access being restricted to 9:00am to 5:00pm, Monday to Friday.

After Hours Security

All managers and employees should make every effort not to allow themselves or any other person to be onsite at HQ alone. Individuals should either attend onsite with a 'buddy' or notify their manager and/or an emergency contact as to their whereabouts on HQ arrival.

If an individual is alone in the building after hours and there is cause for concern whilst in the building, or upon leaving the building, the **University of Melbourne Security emergency patrol** can be contacted on **8344 6666** or **1800 246 066** (free call).

If there are any problems with exit doors "after hours", resulting in them either not opening or locking, **University of Melbourne Security (8344 6666)** can provide a guard until normal working hours.

When calling Security, individuals should advise Melbourne Theatre Company is a department of the University of Melbourne and quote building number **298**.

'SafeZone' Security App

<https://www.unimelb.edu.au/security/safezone>

As part of the University of Melbourne's commitment to personal safety, Melbourne Theatre Company employees are encouraged to download a free mobile phone application called 'SafeZone' from Apple's App Store or the Google Play Store. In the event of an emergency, the app allows you to quickly share your location and details with the University Security team who will be able to get the right assistance to you.

https://unimelb.service-now.com/sp?id=kb_category&kb_category=7101b4181b334550e753cb3b274bcb48

Details on how to install the SafeZone app on a mobile phone are available on the above University SafeZone website.

Alcohol or Drugs

Attending the workplace at any time, including “after hours”, under the influence of alcohol and/or illegal recreational drugs is not acceptable. Refer to the Alcohol and Drug policy for more information.

4. BREACH OF POLICY

In the case where this or related policies are breached resolution may be according to the CAST Disciplinary Procedure.

5. RELEVANT LEGISLATION

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Fair Work Act 2009

6. RELEVANT COMPANY DOCUMENTS

- CAST Disciplinary Procedure
- CAST Responsible Workplace Policy
- Alcohol and Drug Policy
- Melbourne Theatre Company Code of Conduct
- Melbourne Theatre Company Production and Theatre Service Employees Agreement 2018 - 2020
- The University of Melbourne Health and Safety Policy

7. RESPONSIBLE OFFICER

- Executive Management
- Managers and Supervisors

8. REVIEW

- Created January 2013
- Reviewed August 2015
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Version Control			
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