RED CARD FORM

PLEASE USE THIS FORM IF YOU ARE REQUESTING A RED CARD FOR AFTER HOURS WORK IN THE LABORATORIES OF THE JAMES WEIR BUILDING (6PM – 8AM MON-FRI; SAT/SUN & HOLIDAYS)

Please complete the following and make two copies. The Safety Convener will retain the original. A copy should be passed to your supervisor and one kept by yourself for reference.

Is this Red Card (permission to be in the building after hours):

A) Being issued to allow the researcher to conduct non-hazardous work and/or paper work?

B) Being issued to allow the continuation of practical work (covered by your scheme of work) involving chemicals or hazardous equipment?

[If you are unclear if the latter applies, you are directed to your S20 and/or S21 form. You and your supervisor need to be clear that your after-hours activities do not pose a risk to Health as defined by section E.]

Name: .................................................................................................................................

Supervisor(s): ...............................................................................................................................

Area(s) of the building to which access is requested (floors and/or labs):
..................................................................................................................................................

For all persons requesting access for activities associated with A only (no partner required)
In return for permission to be in the building after hours, I agree to register my presence with Security on every occasion that I work out of normal hours (6pm - 8am Mon-Fri; or Sat/Sun or when the Univ. is officially closed)

Signature .......................................................... Date:.......................................................
2 For all persons requesting access for activities associated with B.
In return for permission to be in the building after hours, I agree to register my
presence with Security on every occasion that I work out of normal hours (6pm -
8am Mon-Fri; Sat/Sun or when the Univ. is officially closed).
It is understood that I can only work when I have a partner who is prepared to
remain in the building until my activity has been completed. The onus is on me to
ensure that this person has been identified prior to 6pm weekdays and 6pm Fri
for Sat & Sun work or for days when the Univ. is to be officially closed.
The programme of work to be conducted will be discussed in advance and
approved by my supervisor or his nominee prior to its commencement.

Signature ........................ Date:.................................

Supervisors

It is my wish that the above be provided with permission to work out of normal
hours. Where the researcher has requested access to continue practical work,
the programme will have been approved in advance. I understand that I have a
duty of care (defined in the area safety regulations Sec. 9) to the researchers
under my direction working after hours.

Signature ........................ Date:.................................

The department will not be held responsible for any accident or incident
which occurs should you deviate from the above. Should you be found
within the building working alone after hours on activities covered by
section B your permission to work out of normal hours will be withdrawn.