

POLICY ON AFTER-HOURS ACCESS TO BUILDINGS AND FACILITIES

PAPRSB Institute of Health Sciences (IHS) recognises that staff and students may require access to campus buildings and facilities outside of regular operating hours. This document outlines the PAPRSB IHS policy on after-hours access and the procedures to be followed.

It is the university's policy to ensure a safe working environment, safe work practices, and access to safe equipment and facilities. Adequate training and support systems will be provided. All members of the university community are expected to consider health and safety risks when engaging in university activities and to plan in a manner that minimizes such risks. Deans, Directors, Administrators, Program Leaders, and Lecturers must take prompt action to correct unsafe conditions and practices within their areas of responsibility.

1. Purpose

This policy is established to ensure the safe, secure, and responsible use of faculty buildings and facilities, including laboratories, outside regular working hours. It seeks to balance the need for access for academic and research purposes with the importance of maintaining safety and security.

2. Scope

This policy applies to all academic staff, administrative staff, researchers, and students (undergraduate and postgraduate), as well as any other authorized individuals who require after-hours access to faculty buildings and associated facilities.

3. Definitions

- *After-Hours*: Any time outside of official university working hours (e.g., weekdays after 6:00 PM, weekends, and public holidays).
- *Authorised Personnel*: Individuals who have received official approval for after-hours access.
- *Facilities*: Includes offices, classrooms, laboratories, seminar rooms, and shared spaces within the faculty building.

4. Access Requirements

4.1 Authorisation

- After-hours access must be requested and approved in writing using the official After-Hours Access Form (for students).
- Approval must be obtained from the Lab Supervisor (for laboratory access) or the Programme Leader (for other purposes).
- Approved individuals must carry both their Student ID and proof of approval at all times.
- Staff and lecturers from PAPRSB IHS, Politeknik Brunei (PB), and the Institute of Brunei Technical Education (IBTE) are not required to submit a formal request but must still comply with notification procedures.

4.2 Conditions for Approval

- A valid reason is required (e.g., research, project deadlines, event preparation).
- Applicants must agree to comply with all relevant safety protocols, especially laboratory safety.
- Mandatory laboratory safety training is required for those requesting lab access.
- Students must obtain written approval from their Supervisor or Programme Leader (PL).

Note: Semester-long access may be granted for postgraduate and final-year students requiring regular laboratory use.

5. Rules and Responsibilities

5.1 Access Guidelines

- Access is restricted to approved areas and approved time slots only.
- No unauthorized guests are allowed in restricted areas (e.g., classrooms, laboratories, administrative offices).
- Individuals must carry their university ID and approval form at all times.
- All individuals must notify **Campus Security upon entry and exit via WhatsApp at +673 8889119**. This applies to both students and staff (including from PB and IBTE).
- Staff remaining on campus **after 6:00 PM** on working days are required to inform Campus Security to ensure safety and to prevent accidental lock-ins.

5.2 Safety and Security

- Turn off all lights and electrical equipment when not in use.
Report any safety hazards, maintenance issues, or security concerns immediately to Campus Security.
- Emergency contact numbers must be known and clearly posted.
- Fire exits must remain clear and unobstructed at all times.
- Laboratory users must adhere to all safety protocols related to chemical, biological, and equipment use.
- Entry and exit are permitted only through designated access points. Fire escape doors must only be used in emergencies.

5.3 Liability and Disciplinary Action

- Individuals are responsible for their own safety and for maintaining the security of the facility.
- Misuse of access or failure to comply with this policy may result in disciplinary action, including the revocation of after-hours access privileges.

6. Monitoring and Review

- Access logs may be audited periodically.
- This policy will be reviewed annually or as needed by the PAPRSB IHS Management Committee.

7. Disclaimer

PAPRSB Institute of Health Sciences Management Committee reserves the right to review and amend this After-Hours Access Policy at any time without prior notice.