

# Safety Alert March 2023

## Subject: Building Shutdowns

UNSW Safety is issuing a Safety Alert to remind staff and students about the requirement not to enter buildings during shutdowns.

### Background:

UNSW will completely shut down buildings periodically to undertake significant building maintenance. For planned shutdowns, building occupants are given many weeks warning ahead of the event, and security staff are placed at doors to prevent access during the shutdown. Buildings may also be shut down for unplanned, emergency events, and such pre-warning might not be possible in these situations.

When the building is shut down, nobody is permitted to enter the building, under any circumstances, unless explicit permission is granted by Security.

### Incident:

A building on the Kensington campus was shut down, in a planned event outside of normal working hours. Security personnel were positioned at building entries to prevent people from entering the building, and to protect their safety. In the early hours of the morning, a person intentionally circumvented the security processes and gained entry into the shut-down building.

### The investigation identified:

- The person had attended an off-campus work function and had returned to campus to retrieve personal items.
- The person had called Security in the early morning to request entry into the building.
- This request had been declined by the Security control room for safety reasons.
- The person then told the Security Guard at the building entry point that they had spoken to Security and had permission to enter the building.
- The Security Guard escorted the person into the building to retrieve the items.
- There was no power, lighting or lift access during the shutdown.
- The person placed both themselves and the Security Guard at heightened risk of trips and falls.
- The Security control room verified afterwards that they had not given permission for the person to enter the building.
- The building shutdown had been widely notified to building occupants beforehand.

### Actions Taken

- Security lodged an incident report due to the person's actions placing both themselves and the Security Guard at risk.
- The Head of School conducted an investigation.
- The person's building access was revoked.

- The person was required to undertake several additional or refresher training courses before access was reinstated.

**What should we do now?**

- UNSW personnel must fully observe all building shutdowns and follow directions from Security.
- Security Guards to confirm permission from Security control room before granting access.



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