Visitors on University Sites Procedure

1 Purpose

Inform Employees, Students, visitors and contractors of their responsibilities in ensuring the workplace health and safety of all visitors on the University's premises.

2 Scope

Applicable to all Employees, Students, visitors and contractors while they are at University sites.

A visitor is defined as but not limited to the following:

- anyone not employed or studying at the University
- a contractor working at the University
- a dependent of an Employee or Student of the University
- an Employee or Student of the University who requires permission to enter any University work area where access is restricted.

A restricted access work area is defined as a studio, laboratory, workshop, store room, kitchen or other similar higher risk work area where access is limited to authorised personnel who normally work or study in the area.

3 Procedure Overview

The University, its Employees and Students have a legal responsibility for ensuring the workplace health and safety for all visitors to the University's premises.

Visitors are free to enter the University's offices, libraries, lecture rooms, theatres and outdoor facilities without prior permission provided they comply with University standardisation.

Visitors are not permitted to enter restricted access work areas without permission.

Visitors to the University have the following obligations under the *Work Health and Safety Act 2011* (Qld):

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- to comply with instructions given for health and safety at the University;
- to use any personal protective equipment provided by the University;
- not to wilfully or recklessly interfere with or misuse any health and safety equipment;
- not to wilfully place at risk the health and safety of anyone at the University; and
- not to wilfully injure themselves.

4 Procedures

4.1 Restricted access work areas

Visitors wishing to enter restricted access work areas must first obtain verbal permission from the Category 4 Delegate or above responsible for that work area.

4.2 Dependent children

Please refer to the Children on Campus Procedure.

4.3 Public displays

Where a University department or section organises a public display in any restricted access work area then prior written permission from the Category 4 Delegate or above must be obtained.

4.4 Before permission is granted

Before granting permission consideration should be given to the following issues:

- the risks to the visitors within the workplace
- the necessity for personal protective equipment
- the ongoing activities in the workplace
- supervision by Employees to escort and be responsible for the visitors
- the lock out and isolation of plant and equipment
- the barricading of any hazardous plant and equipment.

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4.5 Security

The Category 4 Delegate or above is responsible for all safety and security measures for their areas of responsibility.

They should ensure that:

- security measures are in place to restrict access where appropriate;
- approved signage is provided where entry is restricted to authorised personnel only;
- visitors have the necessary permission to enter any restricted areas; and
- Employees and Students are aware of their responsibility to ensure the health and safety of visitors.

Advice on signage is available from Facilities Management.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Director (Health, Safety and Wellbeing)
Policy Type	University Procedure
Policy Suite	Work Health and Safety Policy
Subordinate Schedules	
Approved Date	29/8/2024
Effective Date	29/8/2024
Review Date	29/8/2029

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Relevant Legislation	*University of Southern Queensland Act 1998* *Work Health and Safety Act 2011* (Qld)
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Children on Campus Procedure Smoke-Free Procedure Work Health and Safety Management System Framework
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**
	Delegate (noun) Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy. Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only

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Keywords	Restricted access, permission, visitor, visitors, children, guest, Delegate
Record No	13/467PL

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