

<p>Goulburn Ovens Institute of TAFE</p> <p>Procedure no. CS15-P98 <small>(Copy on Web Site)</small></p>	<p>Title: Restricted Access to Institute Properties Procedure Executive Management approved: 16/09/2002 Reviewed: 19/04/2011, 18/02/2014</p> <p><i>Responsible Officer: Manager Safety and Wellbeing</i> <i>Authorising Officer: Executive Manager Human Resources</i> <i>Review: Biennial (19th April 2013)</i></p>
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RESTRICTED ACCESS TO INSTITUTE PROPERTIES PROCEDURE

1. PURPOSE

The Institute has a responsibility to provide and maintain a safe environment for staff, students and visitors under OH&S legislation and a duty of care to persons who enter sites controlled by the Institute.

2. SCOPE

This procedure will apply to all persons who enter Institute property. This procedure has particular relevance for managers within the Institute in terms of implementation and monitoring.

3. DEFINITIONS

Hazard: A hazard is any source or situation with a potential for harm in terms of injury or illness, damage to property/plant/equipment, or damage to the environment.

Risk: A risk is the likelihood that exposure to a hazard will result in injury or disease.

Risk Assessment: Risk Assessment is the process of analysing all of the risks associated with hazards and evaluating them to determine steps required for risk control and priorities. Risk assessment considers two (2) main factors:-

- The likelihood that the hazard will result in injury/illness, loss or damage to the environment, property, plant or equipment. This assessment of likelihood also needs to consider the frequency of exposure to the hazard.
- The potential severity of that injury, illness, loss or damage

Risk Assessment Matrix

	2. How likely is it to be that bad?			
1. How severely could it hurt someone or how ill could it make someone?	Very likely Could happen at any time	Likely Could happen sometime	Unlikely Could happen, but very rarely	Very unlikely Could happen, but probably never will
Kill or cause permanent disability or ill health	H	H	H	M
Long term illness or serious injury	H	H	M	M/L
Medical attention and several days off work	H	M	M/L	L
First aid needed	M	M/L	L	L

Risk Score: H = Urgent/High Priority - act now
 M = Medium Priority -- action required this week
 M/L = Medium to low priority – Hazard may not need immediate action
 L = Low priority if hazard increases is risk action required

Risk Control: Risk Control is a method of managing the risk, which involves taking actions to eliminate &/or reduce the likelihood that exposure to a hazard will result in injury or disease. There is a hierarchy of control measures to be followed with the primary emphasis on controlling the hazards at source. Methods of risk control in preferred priority order are:-

- Elimination
- Substitution
- Isolation – enclosed or isolating a hazard
- Engineering Controls – changing processes, equipment, tools
- Administrative Controls – changing work procedures
- Personal Protective Equipment

Further Information regarding risk control is provided in the Documentation Section of this procedure.

4. PROCEDURE

4.1 Responsibilities

4.1.1 Commercial Operations Managers

- 4.1.1.1 It is the responsibility of the relevant Commercial Operations Manager to ensure that access to areas in which the risk of injury to persons is unacceptably high is restricted to only those persons who require access for legitimate Institute activity.
- 4.1.1.2 Commercial Operations Managers are to identify high risk environments or activities following a risk assessment and management approach. Any Institute areas or activities with risk scores of H (according to the risk assessment matrix adopted by the Institute) are to be identified as restricted areas.
- 4.1.1.3 If Commercial Operations Managers require assistance with the completion of this risk assessment process, they should contact the OH&S Officer.
- 4.1.1.4 Restricted areas of the Institute will include workshops, laboratories and areas of farm campuses.
- 4.1.1.5 Commercial Operations Managers will ensure that access to areas of risk that are restricted are marked with signage accordingly and appropriate measures taken to restrict access.
- 4.1.1.6 Commercial Operations Managers are to advise the OH&S Officer and relevant staff promptly of any changes, additions or deletions to the list of identified restricted areas.

4.1.2 Commercial Managers/Support Managers

- 4.1.2.1 Managers will monitor access to restricted areas ensuring that only staff, students or other persons with legitimate Institute business are allowed access.
- 4.1.2.2 Managers will ensure that persons entering restricted area are appropriately trained or under supervision as required and that appropriate safety precautions are in place, including any required personal protective equipment.

4.1.3 All Institute Staff

- 4.1.3.1 All Institute staff are to monitor access to identified restricted areas to ensure that only staff, students or other persons with legitimate Institute business are permitted access.

4.1.3.2 It is expected that Institute Staff report any unauthorised access to a restricted area to their respective Manager or another senior Institute Staff member such as Head of Campus, for their action.

4.1.4 Occupational Health and Safety Officer

4.1.4.1 The Occupational Health and Safety Officer will, after consultation with Commercial Operations Managers and appropriate Managers, maintain a current listing of all areas deemed to be restricted. This listing will be available via the Intranet.

4.2 Review

There is to be a review of all identified restricted access areas, undertaken by the OH&S Officer in consultation with Commercial Operations Managers on an annual basis.

5. DOCUMENTATION

[OHS Policy – CS15](#)

[Institute Restricted Access Listing – ODOH-01](#)