



Australian Government

AFTRS

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AFTRS Employee and Contractor Access (Sydney) Policy

Responsible Officer	Director, Corporate Services
Contact Officer	Facilities Services Manager
Authorisation	Chief Executive Officer
Effective Date	15 th April 2009 Reviewed 6 August 2011
Associated Documents	Employee and Contractor Access (Sydney) Procedure Health and Safety Management Arrangements First Aid Policy

1. Employee and Contractor Access (Sydney) Policy

2. Preamble

This policy has been formulated to ensure that employees and contractors have access to the building when they require it for AFTRS purposes, but also that safety issues are addressed.

3. Policy Scope

This policy deals with the hours that the School building will normally be open to employees and contractors and the provisions for accessing the building outside of those hours.

4. Definitions

"Employees" includes ongoing staff, fixed term staff, temporary staff and casual staff.

"Contractors" includes employees of companies engaged to provide a service to AFTRS.

5. Policy Statement

All employees and contractors will have access to the School building during regular opening hours. During these times there will be appropriate lighting and security staff on site who are also qualified First Aid Officers. The areas within the School which can be accessed by individuals are determined by the appropriate Divisional Director (or their delegate) and are recorded in the School's security database. Access is generally by School Identification Card.

Access outside of these hours is by prior arrangement through either:

- submission of a formal request to the Facilities Manager, or
- occupying an identified position that has 24 hours access through a Personal Identification Number. Please note that there are no security staff and only egress lighting when the building is accessed in this way and that the building alarm is disabled.

6. Implementation

I. Roles and responsibilities

Divisional Directors are responsible for authorising access.

The Facilities Manager is responsible for:

- approving the issuing of identification cards;
- arranging appropriate security;
- arranging additional access to the building on request.

Building Maintenance is responsible for ensuring the requested areas of the building have appropriate services e.g. airconditioning.

Departments are responsible for requesting out of hours access or additional access in a timely manner.

Central Services Manager is responsible for issuing identification cards once appropriate approval is received.

Staff with 24 hour access are responsible for maintaining the secrecy of their Personal Identification Number and for ensuring they only access the building outside of hours when absolutely necessary for School business.

II. Procedures and Forms

The implementation of this policy is supported by the Employee and Contractor Access (Sydney) Procedure and the AFTRS After Hours Services Request form.

III. Review

This policy will be reviewed at least every 2 years or more often as circumstances change.