

Health and Safety - Pets on Campus Procedure

Section 1 - Summary

(1) Ensure Victoria University provides safe work place for all of its employees, students, contractors and visitors on all the campuses and in relation to all activities under the control and management of the University.

(2) Protection of employees, students, contractors and visitors from allergic reaction, animal attack and stress caused by fear of animals while attending University sites and activities. Protection of the animal being brought on site.

(3) Refer Managers, Teachers, Academic staff and Researchers to the Animal Welfare Policy for all animals used in scientific educational or artistic research or teaching. This Procedure is for privately owned pets on brought to campus for purposes unrelated to any VU activity mentioned above. Petting animals brought on site require a risk assessment and comply to the Animal Welfare policy.

Section 2 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Vice-President, People and Culture
Responsible Officer	Vice-President, People and Culture

Section 3 - Scope

(4) This Procedure applies across the University.

Section 4 - Definitions

(5) Nil.

Section 5 - Policy/Regulation

(6) [Health and Safety Policy](#)

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibility
Everyone working at VU	Do not bring a pet to work unless the pet is exempted within this Procedure; Refer to the Animal Welfare Policy whenever there is a work related reason to have an animal on campus for teaching or research purposes which may include drama or theatricals, events and outdoor activities; Notify verbally and in writing, using the VU OHS Incident Recording System provided, of any hazard with potential to, or incident which has, caused injury, illness or psychological harm.
Executives and Leaders Managers and Supervisors	Advise employees, students, contractor and visitors that bringing pets to the University is inappropriate unless the animal is exempted within this Procedure; Refer to the Animal Welfare Policy whenever there is a work related reason to have an animal on campus for teaching or research purposes; Ensure all appropriate approvals are in place and the work group is consulted where an animal is expected to attend the workplace for work related activities to minimise potential harm.
Teachers, Academic Staff and Researchers	Advise students and visitors that bringing pets to University is inappropriate unless the animal is exempted within this Procedure; Refer to the Animal Welfare Policy whenever there is a work related reason to have an animal on campus for teaching or research purposes; Ensure all employees and others who may have contact with animals within teaching activities are protected from physical and psychological harm.

Part B - Procedures

(7) Victoria University is committed to providing and maintaining high standards of health and safety in the workplace. The University promotes a proactive health and safety philosophy based on effective communication and consultation. Health and safety issues that are identified will be taken seriously and addressed promptly to eliminate or mitigate the risk of harm.

(8) Pets in the workplace pose a variety of health hazards, including allergic reaction, hygiene issues and bites or scratches as well as potential psychological stress. Thus, owners or those in control of pets at the University must take care to ensure their own safety and the safety of others. The general rule is that employees should not bring pets to work unless the animal is specifically required for the work being conducted, co-workers have been consulted, and there is specific compliance with the [Animal Welfare Policy](#).

(9) Any pets brought onto Victoria University campus grounds must be restrained and accompanied by a responsible person at all times.

(10) If any pet causes a nuisance or shows aggressive behaviour while on University sites it will be banned from all University sites.

(11) The University does not allow pets inside buildings unless the animal is specifically required for the work being conducted, co-workers have been consulted, and there is specific compliance with the Animal Welfare Policy .

(12) Reference to and compliance with the Animal Welfare Policy is mandatory whenever there is a work related reason to have an animal on campus for teaching or research purposes which includes drama or theatricals, events and outdoor activities.

Exceptions

(13) The following animals are exempt from the building entry exclusion, (where exception applies, the animal must still be controlled at all times and the Animal Welfare Policy still applies):

- a. guide dogs or seeing eye dogs which are specially trained dogs that enable blind or visually impaired people to avoid obstacles/hazards and increase their independence and confidence in mobilising and accessing the community;
- b. guide dogs in training;
- c. assistance animal, which means any animal trained to perform tasks or functions that assist a person with a disability to alleviate the effects of his or her disability. This does not include companion animals;
- d. Emergency services and/ or law enforcement animals on duty.

Pet owners

(14) If you bring a pet onto campus you must:

- a. keep the pet on a lead no longer than 1.5 metres or enclosed in a cage and accompany them at all times;
- b. carry a bag or have other means of picking up and removing your pet's faeces;
- c. immediately collect any faeces and dispose of it in a sealed bag before placing it in a rubbish bin;
- d. not enter a building with your pet unless your pet meets one of the exemption criteria.

Section 7 - Guidelines

(15) Nil.

Status and Details

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Effective Date	6th June 2018
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