

# Health and Safety - Pets on Campus Procedure

## Section 1 - Summary

(1) This Procedure:

- a. ensures Victoria University provides a safe workplace 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;
- b. provides instructions for privately owned pets brought to VU campus for purposes unrelated to any VU activities; and
- c. ensures protection of employees, students, contractors and visitors from an allergic reaction, animal attack, and stress caused by fear of animals while attending University sites, activities and protection of the animals brought on-site.

## Section 2 - TEQSA/ESQA/ESOS Alignment

(2) Nil.

## Section 3 - Scope

(3) This Procedure applies to:

- a. all employees, students, contractors and visitors on all the campuses across the VU; and
- b. all managers, teachers, academic staff and researchers using animals in scientific educational or artistic research or teaching purposes, in accordance with the [Animal Welfare Policy](#).

## Section 4 - Definitions

(4) Nil.

## Section 5 - Policy/Regulation

(5) See [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 (clause 14). Refer to the <a href="#">Animal Welfare Policy</a> whenever there is a work-related reason to have an animal on campus for teaching or research purposes, including 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, contractors and visitors that bringing pets to the University is inappropriate unless the animal is exempted within this Procedure. Refer to the <a href="#">Animal Welfare Policy</a> 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 workgroup 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 <a href="#">Animal Welfare Policy</a> 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 contact animals within teaching activities are protected from physical and psychological harm.

## Part B - General

(6) VU 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.

(7) Pets in the workplace pose various health hazards, including allergic reactions, hygiene issues, bites or scratches, and potential psychological stress. Pet owners or those in control of pets at the University must take care to ensure their own safety and the safety of others.

(8) 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 VU campus grounds must be restrained and accompanied by a responsible person at all times.

(10) Petting animals brought on-site requires risk assessment and compliance conducted in accordance with the [Animal Welfare Policy](#).

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

(12) 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](#).

(13) 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, including drama or theatricals, events, and outdoor activities.

## Exceptions

(14) The following animals are exempt from the building entry exclusion (where an 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; and
- d. emergency services and/ or law enforcement animals on duty.

## **Pet Owners**

(15) If pet owners bring a pet onto campus, pet owners 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 it in a sealed bag before placing it in a rubbish bin; and
- d. not enter a building with a pet unless the pet meets one of the exemption criteria (clause 14).

## **Section 7 - Supporting Documents and Information**

(16) Nil.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	18th October 2021
<b>Review Date</b>	18th October 2024
<b>Approval Authority</b>	Acting Vice-President, People and Culture
<b>Approval Date</b>	6th October 2021
<b>Expiry Date</b>	Not Applicable
<b>Accountable Officer</b>	Peter Radoll Deputy Vice-Chancellor People & Organisation 9919 5042
<b>Responsible Officer</b>	Simone Wright Chief Human Resources Officer 9919 5447
<b>Enquiries Contact</b>	Tim Reinders Senior Manager, Health Safety & Wellbeing +61 3 99195727 <hr/> People and Culture