

LA TROBE UNIVERSITY

RESTRICTED ACCESS PROCEDURE

1. PURPOSE

To outline the access restrictions within La Trobe University so that employees and the community are protected from harm arising from any workplace hazards, plant and equipment. These access restrictions also aim to prevent misuse or unauthorised use of any substance, plant or equipment.

2. DEFINITIONS

Authorized Persons

Persons nominated by a department /school who are authorized to work in or enter a restricted area. This may include employees, students, visitors or contractors depending on the nature of the hazards and the work being undertaken.

Restricted Area.

Allocated areas, that are defined by signage and or locking devices in which only authorized personnel are permitted to enter and or work.

3. RESPONSIBILITIES

3.1 **The Dean, Head of School/College or Divisional Manager** is required to

- Ensure control measures are maintained to restrict access to authorised persons.
- Ensure appropriate signage is in place to identify restricted access.

3.2. **Section Managers**

- Shall restrict access to areas by persons other than those authorised to enter the restricted areas.
- Nominate a responsible person to oversee the restricted area(s) if applicable
- Ensure that all areas requiring restrictions or access be identified with appropriate signage.
- Ensure that restricted areas are regularly monitored that all restrictions are complied with.

4. PROCEDURE.

Each section manager in conjunction with the Health and Safety Representative if applicable will assess,

- the area(s) under their control to determine which areas require restricted access;
- who should be given access to the area;
- how the restricted access will be applied such as signage or lock and key issue.

5. REFERENCES

OHS Act 2004, Section 21
OHS (Plant) Regulations 1995, Part 7
OHS (Confined Spaces) Regulations 1996, Part 3

6. CROSS REFERENCES

Work Permit Procedure: <http://www.latrobe.edu.au/hr/ohs/ohs-manual/work-permits.pdf>
Provision of OHS Information. <http://www.latrobe.edu.au/hr/ohs/ohs-manual/provision-of-ohs-information.pdf>

7. DOCUMENTATION

Nil

The Executive Occupational Health and Safety Committee approved this procedure at its Meeting on 4th September 2000.

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