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## Safety and Security Policy - Students and Staff

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**Purpose:** The purpose of this policy is to set out the way EIT intends to monitor health, safety and security issues with a view to the prevention of accident or injury to staff or students at EIT's West Perth campus, or at another place remote from that location, and staff or students working in an online environment.

**Scope:** This policy applies to all EIT students, administrative and academic staff currently working for or enrolled with the EIT.

**Overview:** EIT is committed to providing a safe and healthy place of work and study for all EIT students and staff...

A safe environment is promoted and fostered, including by advising students and staff on actions they can take to enhance safety and security on campus and online.

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### 1.0 SAFETY & SECURITY OF STAFF

#### 1.1 Promoting Awareness of OH&S Considerations among Staff & Students

The Campus Manager will ensure that all OH&S guidelines are followed with regard to EIT's campus in West Perth in order that a safe and secure working environment is maintained for staff based at this campus. As far as is practical, EIT will do what is possible to ensure that staff working remotely and/or online are also made aware of OH&S guidelines and adhere to them. EIT will not be responsible for any liability

on the part of a third party who is not a staff member at the home based work environment. All EIT staff will be encouraged by the Campus Manager to consider all safety and security issues and ensure they work in accordance with OH&S requirements. To promote an awareness of OH&S considerations in relation to their work environment, EIT staff are referred to the following website, which is also published in the EIT Student Handbook:

“How to Set Up an Ergonomically Correct Workstation”

<http://www.wikihow.com/Set-Up-an-Ergonomically-Correct-Workstation>

## **1.2 Office Infrastructure**

The Campus Manager will ensure that EIT maintains safe, well-maintained facilities and infrastructure appropriate to its scale, scope, location and mode of delivery. This includes appropriate work environments for staff based at EIT’s campus in West Perth.

The Campus Manager will oversee the planning, maintaining and updating of the EIT’s office space at the West Perth campus and systematically evaluate space requirements and other OH&S requirements based on current and projected space utilisation needs and assessments.

Factors to be considered in assigning space will include:

- The overall interests of EIT.
- The suitability of present uses and possible future uses with anticipated or ongoing construction, renovation and planning of major space reallocations.
- The costs incurred by changing the use of space and how they will be borne.
- The effects of changing uses on staff.

## **1.3 Procedure with Regard to the Changing of Physical Facilities of EIT**

The Dean considers any changing space requirements or other OH&S requirements as they come to his attention. Requests are reviewed by the Dean before final approval is given, and may be referred to the Chair of the Governance Board if required. In the event approval is denied, the persons responsible for the submission may resubmit a subsequent request in due course.

## **1.4 Equipment and Utilities Used at Home-Based, Remote and/or Online Work Locations**

EIT and staff working at a home-based, remote and/or online location should identify the equipment required in order to undertake their work duties at the home-based, remote and/or online location.

Staff should list items such as telephone, mobile telephone, computing equipment and stationery. This list will specify who owns each item and has responsibility for its maintenance and insurance. The final agreed list that is negotiated between EIT and the staff member will be attached to the “*EIT Working From Home Assessment Checklist*” together with any drawings, photos, dimensions etc. that further explain OH&S considerations with regard to their workplace.

### **1.5 Security - Computer Network**

EIT will ensure that secure access to electronic information and adequate electronic communication services will be available continuously (allowing for reasonable outages for maintenance) to staff during periods of authorised access, except for locations and circumstances that are not under the direct control of EIT.

For staff working remotely, EIT and the staff member must ensure that arrangements are in place for the security of the computer network and that the staff member whilst working remotely will abide by the established security standards and guidelines of EIT. All staff working at a remote location will ensure they have appropriate anti virus software on their computers. EIT will also ensure that the computers of all staff working at EIT's West Perth campus will have appropriate anti virus security.

### **1.6 Information Technology**

EIT staff must use the authorised information systems or parts of the authorised system only for the purpose for which the authorisation was given. EIT staff who have access to information systems or part of an information system, shall not allow any unauthorised person access to that system for any reason.

EIT staff must not access information which they are not authorised to access or use, and must not allow any other person access for any reason. Staff must take all reasonable precautions, including password maintenance and file protection measures to prevent unauthorised access.

EIT staff have an obligation to maintain the security and confidentiality of the information systems over which they have responsibility or control and that are owned, leased or used under licence or by agreement by EIT.

### **1.7 Recordkeeping and Management Systems**

EIT's Records Management Policy establishes records management systems which support the objectives of EIT's Strategic Plan so that EIT shows excellence in Management, Staff and Staffing processes.

For further information on record keeping and management systems, please refer to the EIT Records Management Policy.

## **2.0 SAFETY & SECURITY OF STUDENTS**

### **2.1 Promoting Awareness of OH&S Considerations among Students**

The Campus Manager will ensure that all OH&S guidelines are followed with regard to EIT's campus in West Perth in order that a safe and secure learning environment is maintained for students based at this campus.

As far as is practical, EIT will do what is possible to ensure that students studying online are also made aware of OH&S guidelines and adhere to them.

All EIT students will be encouraged to consciously consider health, safety and security issues and ensure they study in accordance with OH&S requirements. To

promote an awareness of OH&S considerations in relation to their learning environment, EIT students are referred to the following website, which is also published in the EIT Student Handbook:

“How to Set Up an Ergonomically Correct Workstation”

<http://www.wikihow.com/Set-Up-an-Ergonomically-Correct-Workstation>

## **2.2 Website Privacy**

EIT recognises and respects student privacy. When a student contacts EIT or purchases any of EIT products or services a record is created with the student's contact information. EIT treat this information with the highest standards of confidentiality and privacy. Personal student information will only be used for the purposes for which the student has disclosed it to EIT. EIT will not disclose personal student information to any third party without the express consent of the student, unless required to do so by law. For further information please refer to the EIT Website Privacy Statement at <http://eit.edu.au/privacy>

## **2.3 Cyber Bullying**

EIT supports the rights of all persons to work or study in an environment that is free from cyber bullying. EIT is committed to the application of occupational health and safety, ethical behaviour and social justice.

EIT supports the proactive strategies in place to educate staff and students about cyber bullying and harassment and the importance of the respect for diversity in work and study environments.

EIT understands that educating staff and students about bullying and respect for diversity is a key strategy in preventing bullying from occurring.

The Internet is accessed by millions of people all over the world. While many Internet users are friendly, some may be malicious. Below are some ways to stay cyber-safe:

- Students should never share their Internet passwords with anyone.
- Students should never post or share their personal information online (this includes their full name, address, telephone number, names of family members or credit card numbers)
- Students should never meet anyone face-to-face whom they only know online.

Should a student experience cyber bullying, the following should be applied.

- Students are encouraged not to respond to cyber bullies.
- Students should never try to seek revenge on a cyber bully.
- Students should report any incidents of cyber bullying to a relevant EIT staff member who will manage the incident in the appropriate manner. Students are to keep a record of cyber bullying incidents and to provide the EIT staff member with the electronic correspondence the cyber bullying relates to.

## 2.4 Student Responsibility for Internet Safety and Security

EIT will ensure secure access to electronic information and adequate electronic communication services will be available continuously (allowing for reasonable outages for maintenance) to students during periods of authorised access, except for locations and circumstances that are not under the direct control of EIT.

It is the responsibility of students at EIT to ensure they have adequate internet safety and security and to protect their computers. The following list contains some simple precautions students can take to protect themselves.

1. Install anti-virus and other security software, such as anti-spyware and anti-spam software. Use and update this software regularly.
2. Regularly download and install the latest security patches for computer software, including web-browsers. Use automatic software security updates where possible.
3. Use a firewall and make sure it is turned on. Firewalls help prevent unauthorised access to, and communications from, a computer.
4. Delete suspect emails immediately. This may be a scam or contain a virus so don't open these emails.
5. Don't click on links in suspect emails. Visiting websites through clicking on links in suspect emails may result in malware (malicious software), such as a 'trojan', being downloaded to a computer. This is a commonly used and effective means of compromising computers.
6. Only open an attachment to an email where the sender and the contents of the attachment are known to you.
7. Don't download files or applications from suspect websites. The file or application could be malware. Sometimes the malware may even be falsely represented as e-security software designed to protect a computer.
8. Use long and random passwords for any application that provides access to personal identity information, including logging onto a computer. Don't use dictionary words as a password. Ideally, the password should be eight or more characters in length. Change passwords regularly.
9. Use a limited permission account for browsing the web, creating documents, reading email, and playing games. If an operating system allows the creation of a limited permission account, this can prevent malicious code from being installed onto a computer. A 'limited permission' account is an account that does not have 'Administrator' status.

## 3.0 Definitions:

**Cyber Bullying:** Cyber bullying is defined in legal glossaries as:

- actions that use information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm another or others.

- use of communication technologies for the intention of harming another person
- use of internet service and mobile technologies such as web pages and discussion groups as well as instant messaging or SMS text messaging with the intention of harming another person.

**Employee:** Any employee of EIT.

**Home-based, remote and/or online work site:** Part of a dwelling that is remote from EIT's physical campus at West Perth where the employee will conduct their work activities.

**Home-based work:** Regular performance of work duties at the home-based site as agreed between EIT and the employee.

**Occupational Health & Safety (“OH&S”) Considerations:** Under the Occupational Safety and Health Act 1984, an employer must ensure that employees have a safe working environment irrespective of whether they are working at the employer's premises or working in a remote location.

**Working From Home Assessment Checklist:** A signed document outlining the conditions under which employees work from home on behalf of the EIT.

**Responsibilities:** In accordance with the Occupational Safety and Health Act 1984 to ensure that:

- employees of EIT are made aware of the requirements of the Occupational Health & Safety (OH&S) guidelines.
- employees complete a checklist with regard to what is considered a safe and secure environment for the performance of their duties.
- all Working From Home Assessment Checklists are formally recorded on the employee's personal file.

#### **4.0 Essential Supporting Documents:**

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Australian/New Zealand Standard: 4442:1997 Office Desks. Standards Australia
- Australian Standard 3590.2-1990. Screen Based Workstations - Part 1. Workstation Furniture. Standards Australia
- Health Safety in the Office, NSW WorkCover Authority, 1993.
- Keyboard Workstation Assessment Inspection Checklist, University of Melbourne
- Keyboard Workstation Assessment Inspection Checklist, WorkSafe Australia.
- Working from Home Self Assessment Checklist, UNSW

**Related Documents:**

- Emergency and Critical Incident Policy & Procedure
- Student Support Policy
- Student Support Procedure
- EIT Working From Home Assessment Checklist
- Records Management Policy
- EIT Website Privacy Statement