
Safety and Security Policy - Students and Staff

Policy/Document Approval Body:	Governance Board
Date Created:	22 August 2012
Policy Custodian:	Dean of Engineering
Policy Contact:	Student Services Manager/HR Manager
File Location:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
Location on EIT website:	http://www.eit.edu.au/organisation-policies
Review Period:	Three years
Revision No:	5
Date of Revision:	21 September 2018
Date Approved:	2 November 2018
Date Commenced:	5 November 2018

Purpose: The purpose of this policy is to set out the way EIT intends to monitor health, safety and security issues at EIT's physical campus and office locations, 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.

1.0 SAFETY & SECURITY OF STAFF

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

The HR Manager will ensure that all OH&S guidelines are followed with regard to EIT's office and campus locations in order that a safe and secure working environment is maintained for staff based at any of the office or campus locations. 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 HR 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 and Campus Infrastructure

The HR 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 any EIT office or campus location.

The HR Manager and/or Student Services Manager will oversee the planning, maintaining and updating of EIT’s office & teaching spaces at any of the office or campus locations 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 locations 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 office and campus locations will have appropriate antivirus 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 Student Services Manager will ensure that all OH&S guidelines are followed with regard to EIT's campus locations in order that a safe and secure learning environment is maintained for students based on-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 Bullying

Bullying is defined in the *Fair Work Act 2009* as *'the repeated, unreasonable behaviour by an individual or group, directed towards an employee or student, or group of employees or students, either physical or psychological in nature, that intimidates, offends, degrades, humiliates, undermines or threatens. Bullying is generally associated with an ongoing systemic pattern of behaviour that creates a risk to health and safety'*.

The impacts of bullying behaviour are not confined to the target/s. Overall, bullying reduces organisational cohesion and productivity. Bullying has a negative effect on both the recipient and bystanders who witness, overhear, or are indirectly exposed to bullying behaviour.

EIT supports the proactive strategies in place to educate staff and students about 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.

EIT therefore recognises the right and responsibility of individuals to raise a complaint if they are exposed to bullying behaviour whether directly, or indirectly, in the capacity of a witness.

EIT seeks to provide a culture marked by mutual respect, personal dignity and support for everyone's skills and abilities, where employees and students may reasonably expect to pursue their work in a safe and civil environment free from discrimination, harassment, threatening or violent conduct or offences against individuals or property. Inappropriate behaviour and lack of respect for others will not be tolerated by EIT.

Employees and students found to have committed or condoned such behaviour may be subject to disciplinary action.

Bullying involving a physically violent and/or coercive component, such as physical assault or threats of violence, including stalking and cyber-stalking, may constitute a criminal offence. Any person subjected to such incidents should seek advice and support to assist them with reporting the matter to the police.

The report of a matter to the police or other external body does not remove the responsibility of EIT from taking appropriate action.

All employees and students have a responsibility to uphold EIT's this policy and to comply with the relevant legislation.

2.3.1 Cyber Bullying

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 provide the EIT staff member with the electronic correspondence relating to the cyber bullying.

2.3.2 Managing Bullying Complaints

It is anticipated that most complaints will be resolved at the local level and in accordance with EIT's *Student Complaints, Grievances and Appeals Policy & Procedure*.

EIT encourages people subjected to, or otherwise exposed to bullying (witnesses) to seek advice and support within EIT in the first instance.

If possible the person subjected to, or otherwise exposed to bullying (witness) should take action and state an objection directly to the people or person exhibiting bullying behaviour.

If it is not appropriate for the witness (or person subjected to, or otherwise exposed to bullying) to raise the matter directly with the people or person

exhibiting bullying behaviour, then the witness (or person subjected to, or otherwise exposed to bullying) can seek appropriate advice and support.

2.4 Sexual Misconduct

Sexual Misconduct is instances of:

- Sexual Harassment
- Sexual Violence
- Sexual Abuse

EIT has both legal obligations and a duty of care to all its employees and students which may take precedence over the desire of a complainant for confidentiality. Duty of care considerations will include an assessment of the safety of people involved in the matter, and may require employee relocation or adjustment of duties and reporting lines, or the EIT timetable, while the matter is addressed.

EIT understands that all employees and students have a right to participate in an environment free from sexual misconduct. EIT expects all employees and students to prevent sexual misconduct and contribute to maintaining a culture of inclusivity and respect, and to uphold the rights of employees and students to fair treatment.

EIT considers behaviour to be sexual misconduct if an individual harassed is, or has reasonable grounds for believing that rejection, refusal or objection to a request, advance or other conduct will disadvantage them in any way related to their working, studying or living environment. Disadvantage here also includes psychological and emotional distress affecting that individual's ability to pursue their usual work, study or individual activities.

EIT will not consider the intention of a respondent in determining if sexual misconduct has occurred.

EIT will consider the perception of a recipient (the complainant) of conduct by a respondent in determining whether sexual misconduct has occurred.

EIT does not consider it necessary for the complainant to have told a respondent that their behaviour was unwelcome for the behaviour to constitute sexual misconduct.

Where appropriate and where an individual feels safe to do so, they are encouraged to raise their concern with the other individual directly. Taking action can be as simple as:

- talking to the individual, or sending them an email, telling them what it is you have a concern about and asking them to stop doing it
- seeking appropriate support and advice.

Where it has not been appropriate to approach the individual directly, or where this step has been taken but the matter is still not resolved, an individual can consider making a report to EIT in accordance with the *Student Complaints, Grievances and Appeals Policy and Procedure*. Not speaking directly to the individual(s) who have caused the concern does not prevent someone from making a report.

2.4.1 Sexual Harassment

Sexual Harassment includes, but is not limited to:

- leering or staring
- obscene sexual communications in any media including social networking
- persistent following or stalking
- persistent unwelcome invitations, telephone calls or emails
- sending of sexually explicit emails or text messages
- sexually suggestive words, gestures or sounds
- unwanted ongoing declarations of affection or approaches for affection, including gifts
- display of sexually suggestive material
- use of EIT's computer systems for the retention and distribution of sexually explicit material
- unwelcome behaviour or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual
- unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing.

Sexual harassment does not include:

- mutual attraction
- consensual romantic involvement or friendship.

Sexual harassment involving persistent following or stalking, and indecent exposure, may be considered sexual assault and possibly a criminal offence. Any individual who is subjected to such incidents should seek advice and support concerning reporting the matter to the police.

Sexual harassment may be perpetrated or experienced by people of any sexual orientation or gender identity.

Sexual harassment may be a single incident or a persistent pattern of unwelcome behaviour.

EIT may consider behaviour to constitute sexual harassment if individual relationships change and non-consensual, unwelcome and unreciprocated behaviours continue.

2.4.2 Sexual Violence

Sexual Violence is instances of:

- Sexual Assault
- Sexual Threat

Sexual violence involving a physically violent and/or coercive component, or threats of physical violence, such as physical molestation or assault, may constitute a criminal offence. Any individual who is subjected to such incidents should seek advice and support concerning reporting the matter to the police.

Sexual violence may be perpetrated or experienced by people of any sexual orientation or gender identity.

Sexual violence may be a single incident or a persistent pattern of unwelcome behaviour.

2.4.2.1 Sexual Assault

Sexual Assault is unwanted sexual acts or behaviours which an individual did not consent to, or was not able to consent to, through the use of physical force, intimidation or coercion, including but not limited to:

- aggravated sexual assault (sexual assault with a weapon)
- attempted rape
- indecent assault
- penetration by objects and forced sexual activity that did not end in penetration
- rape (sexual penetration without consent).

2.4.2.2 Sexual Threat

Sexual threat is an act of a sexual nature carried out against an individual's will through the use of physical force, intimidation or coercion made face-to-face.

2.4.3 Sexual Abuse

Sexual abuse is sexual harassment and/or sexual violence and/or any other sexual activity involving a child (under the age of 15), beyond their understanding or contrary to currently accepted community standards.

3.0 STAFF AND STUDENT RESPONSIBILITY SAFETY

All staff and students have a responsibility to uphold the requirements of this policy and to comply with the relevant legislation.

Under applicable legislation employers and employees must take reasonable care to minimise risk to themselves and others.

Supervisors/managers and other key teaching or academic supervisory employees have a particular responsibility to promote and support EIT's commitment to provide a culture marked by mutual respect, personal dignity and support for everyone's skills and abilities, and to support an environment where employees and students may reasonably expect to pursue their work in a safe and civil environment free from discrimination, harassment, threatening or violent conduct or offences against individuals or property.

Supervisors/managers should take appropriate action in circumstances where they become aware of instances of possible bullying, even without a complaint being lodged, and complete a risk assessment.

Supervisors, Managers and other staff who are the first point of contact for complainants, have a responsibility to ensure that their areas are safe and free from bullying.

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.

4.0 DEFINITIONS:

Campus: includes all locations under the control and administration of EIT.

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.

Cyber stalking: Using the internet, email, or other electronic communications to monitor, make threats, harass or frighten someone.

Duty of Care requires all Employees and Students to take reasonable care in view of reasonably foreseeable circumstances that may arise. Safety of employees, students and visitors is the first priority in any situation.

Employee/Staff: Any employee of EIT who has an ongoing, fixed term contract or casual contract.

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.

Student: any person who is enrolled in a course at EIT

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:

- Equal Opportunity Act 1984
- Fair Work Act 2009
- Sex Discrimination Act 1984
- 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.DS
- Student Complaints, Grievances and Appeals Policy.HE



- Student Complaints, Grievances and Appeals Procedure.HE
- Student Support Policy.DS
- Student Support Procedure.DS
- EIT Working From Home Assessment Checklist.DS
- Records Management Policy.DS
- EIT Website Privacy Statement

Acknowledgement is accorded to the University of Western Australia in the development of this policy.