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## 1 PURPOSE

- 1.1 This policy outlines how CQUniversity will ensure the health and safety of all students, employees, and visitors on CQUniversity campuses and facilities.
- 1.2 This policy is established to:
- avoid disruptions in job duties of employees, co-workers, and student learning
  - reduce property liability, and
  - help maintain a professional work and learning environment.

## 2 SCOPE

- 2.1 This policy applies to students, employees and visitors attending CQUniversity campuses or facilities.

## 3 POLICY STATEMENT

- 3.1 Individuals may visit a University campus and/or facility provided they follow the minimum guidelines:
- exercise reasonable care and attention when using the University space
  - ensure minimal disruption to other University work and learning activities, including to students, employees and visitors
  - individuals who bring a child onto a campus have primary responsibility for the safety of that child/ren and must ensure they accompany the child/ren at all times
  - ensure appropriate safety and other regulations are understood and complied with, including the [Child Safety Policy and Procedure](#)
  - avoid bringing infectious diseases into the University and ensure they do not engage in activities that may pose a threat to the health and wellbeing of others
  - request permission from the relevant educator, in the case of a class, or the relevant supervisor in the case of other areas. Such requests should be treated sympathetically, taking into account safety hazards in the area, and
  - undertake any additional requirements, such as formal risk assessments, for special areas and facilities where appropriate.

- 3.2 Visitors, particularly children, will not be allowed in laboratories, workshops, kitchens, and other high risk or hazardous areas unless prior written permission has been given by the relevant employee supervising the area, or University management for events such as industry tours, school tours etc.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 The Director People and Culture and Safety and Wellbeing Manager is responsible for implementing, monitoring, reviewing, and ensuring compliance with this policy.

### Reporting

- 4.2 No additional reporting is required.

### Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

## 6 RELATED LEGISLATION AND DOCUMENTS

[Child Safety Policy and Procedure](#)

[Occupational Health and Safety Policy](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

## 7 FEEDBACK

- 7.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	N/A
Required Consultation	Joint Consultative Committee
Administrator	Director People and Culture
Next Review Date	08/03/2025

Approval and Amendment History	Details
Original Approval Authority and Date	Council 18/04/2000
Amendment Authority and Date	Acting Vice-Chancellor & President 19/09/2002; Vice-Chancellor and President 4/07/2011; Vice-Chancellor and President 25/06/2015; Vice-Chancellor and President 4/07/2018; Acting Director People and Culture 08/03/2022.
Notes	This document replaced the 'Children on campus' section of the Student Rules Policy (TAFE) (27/06/2014). This document was formerly known as the Children and Other Visitors to CQUniversity Facilities Principles (last approved 04/07/2011), and the Children and Other Visitors to CQUniversity Facilities Policy (last approved 04/07/2018).