

## Monash University Procedure

<b>Procedure Title</b>	Access Control to Restricted Areas Procedure
<b>Parent Policy</b>	OHS Policy
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<b>Procedure Owner</b>	Manager, OH&S
<b>Category</b>	Operational
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<b>Scope</b>	This procedure applies to all works occurring in restricted access environments, and must be utilised in the training, induction and management of ongoing activities involving contractors, consultants and external staff at the Australian campuses of Monash University.
<b>Purpose</b>	This procedure sets out the induction requirements and access control measures to ensure successful completion of works in restricted access areas whilst ensuring the safety of all personnel and maintaining integrity in research and teaching programs.

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## 1. Abbreviations

BEIMS	Building Engineering Information Management System
BPD	Buildings and Property Division
ESO	Engineering Services Officer
FOB	Frequency Operated Button
HVAC	Heating Ventilation Air-Conditioning
KPIs	Key Performance Indicators
OH&S	Monash Occupational Health & Safety
PC2/PC3	Physical Containment Level Two/Three

## 2. Definitions

- 2.1 Area Coordinator:** The Area Coordinator or their authorised delegate is the person within a Monash school, department or research platform authorised to grant access to restricted access areas.
- 2.2 Buildings and Property Division (BPD)/eSolutions Contractor Management:** BPD Services, BPD Projects and eSolutions staff responsible for managing the contractors/consultants/external staff engaged to provide services to Monash University.
- 2.3 Clearance Forms:** Clearance forms are provided to contractors by Area Coordinators as proof of training induction completion and permission to enter specified areas. They may be submitted to Monash Security or BPD/eSolutions Contractor Management to obtain Frequency Operated Buttons (FOBs) or key/s for access.
- 2.4 Restricted Access Areas:** Restricted access areas are those that pose a high risk to health and safety due to the type of equipment, substances or processes they contain. These include PC2/PC3, Radiation or Laser laboratories, clean room facilities or areas that house dangerous equipment. In addition, restricted access may be required for areas that house secure and/or confidential records or areas where research and teaching integrity is critical.

## 3. Introduction

Many Monash schools, departments and research platforms house areas classified as restricted access areas. Monash University is responsible for ensuring that its duty of care to staff, students, user groups and contractors is met at all times, whilst maintaining the integrity of research or teaching data/equipment housed within these areas.

### 3.1 Competency

Sign off for authorised access to restricted access areas at Monash University is the responsibility of the Area Coordinator, in consultation with BPD/eSolutions Contractor Management staff. Applicants for authorised access in these areas will need to demonstrate the competencies described in section 4.2.1 of this procedure before access is granted.

## 4. Identification and Control of Restricted Access Areas

### 4.1 General Access

Monash Security and contractors, in the execution of their duties, access many differing environments across the University. Office, teaching and other environments not identified as restricted access areas generally have limited access stipulations placed upon them.

Contractors with ID cards or entry FOBs provided by Monash Security are able to access these areas to perform work or inspections provided the following are met:

- The contractor has undergone the Monash Contractor Induction;
- The contractor has been certified as competent by their own regulatory bodies to perform the work specified in their contract; and
- That any ad-hoc FOBs provided by Monash Security are returned to them.

### 4.2 Identification and Management of Restricted Access Areas

To ensure access to restricted access areas is appropriately managed, these must be identified and controlled:

- At the entrance to restricted access areas;
- In the Building Engineering Information Management System (BEIMS)/eSolutions request system, when assigning work to contractors; and
- At the contractor/project management level, when planning and performing works that involve buildings or areas with restricted access areas.

The following measures must be implemented for the identification and management of restricted access areas:

#### 4.2.1 Signage and Administrative controls

##### 4.2.1.1 During Business Hours

- The signage template from the “*Monash Internal Signage Guidelines and Master Palette*” must be utilised to clearly identify restricted access areas throughout all Australian campuses of Monash University.
- The contact details displayed on the signage must be updated as required by the local area.
- Information on identifying the signage provided must be included in the Monash Contractor Induction, in addition to this procedure. Area Coordinators must provide maps indicating restricted access areas to contractors upon request.
- Contractors must contact the Area Coordinator, or authorised delegates, to obtain permission to enter restricted access areas as designated by local signage or in BEIMS requests, even when a building FOB/key has been issued by BPD.

**Note:** Permission from staff or students working in the area does not constitute appropriate approval for access. The approval of the Area Coordinator or authorised delegates is required.

- Access must occur under supervision unless the contractor undergoes the appropriate local inductions, and in the case of radiation work areas, is provided with a radiation monitoring device.

**Note:** FOB/keys must not be passed between inducted and non-inducted contractors or sub-contractors. Failure to adhere to this rule will be deemed as non-compliance and penalties as described in 4.2.4 will be applied.

- Local area inductions cover all return visits of the inducted contractor. However, each local FOB/key loan is associated with the completion of a single BEIMS request or project and must be returned at its conclusion. Authorisation to enter must be requested for every new job, with the exception of building contractors requiring ongoing access (who may obtain this as described in section 4.2.3.).
- Monash Security and BPD/eSolutions Contractor Management must establish a system to maintain restricted access area information and ensure this can be regularly updated by the appropriate Area Coordinator(s).

#### 4.2.1.2 After Hours

- FOBs, keys or access profiles to restricted access areas must only provide after-hours entry if one of the following conditions are met:
  - The Area Coordinator has provided an after-hours clearance certificate to BPD/eSolutions Contractor Management/Monash Security;
  - Monash Security has received written approval from the Area Coordinator granting the contractor after-hours access to perform requested works; or
  - The contractor has been requested to enter due to a critical infrastructure alarm.
- Should contractors require non-emergency access to restricted areas after hours, this must be arranged with the Area Coordinator or authorised delegate before beginning work. This allows for the shut down or relocation of sensitive equipment, and removal or administrative control of any hazards associated with the area. Contractors must complete the necessary inductions, arrange for access FOBs/keys, and comply with the [Monash After Hours Procedure](#) before gaining entry.

**Note:** Local area inductions do not act as clearance certificates. Area Coordinators must provide certificates for the purpose of after-hours work.

- Clearance certificates, (as shown in Appendix 1), must be completed by Area Coordinators for individuals deemed competent to have after-hours restricted area access. Such individuals must have completed all necessary local inductions, e.g. PC2, animal, laser, radiation, quarantine, specialised equipment or MRI safety and have been signed off by the Area Coordinator before access is granted.

#### 4.2.1.3 Certificates for After Hours Personnel

- Certificates of an ongoing nature can be provided for ESOs, Monash Security staff, e-Solutions emergency staff, cleaners, HVAC, plumbing and other emergency staff. This must be achieved by such staff undergoing the appropriate local area inductions and the Area Coordinator providing both an after-hours clearance certificate to BPD/eSolutions Contractor Management/Monash Security and written approval to Monash Security.
- If a maintenance or safety issue is identified after hours, the Monash staff or contractors must make contact with the Area Coordinator or authorised delegates before gaining access.

#### 4.2.2 Identifying Restricted Access Areas in the BEIMS System

- BEIMS coordinators for local areas must provide information/updates on restricted areas to BPD in order to ensure the **Restricted Access** designation automatically appears when these areas are selected. BEIMS coordinators for local areas, when entering a request for a restricted access area, must ensure they select a room number in order to ensure the restricted access information is provided to BPD and through them, to contractors.
- It is important for contractors to note that a BEIMS request and direction from BPD does not constitute permission to access restricted access areas, this can only be granted by the Area Coordinator.
- BEIMS requests must be written by the Area Coordinator or authorised delegate. Contractors must seek the requestor to obtain access. In the requestor's absence an authorised delegate must be nominated in the body of the BEIMS request.
- Contractors must call the Area Coordinator or authorised delegate to indicate their arrival time to allow time for the provision of local inductions and the handover of access FOBs and/or keys.
- Local Access FOBs for after-hours access must be administered as shown in section 4.2.1.2 of this procedure.

#### 4.2.3 Identifying Restricted Access Areas in Project Work

- Project Managers responsible for the tendering of work to contractors and subcontractors must provide this procedure to all contractors retained for building project work and ensure they can provide proof of completion of the Monash Contractor online induction.
- Project Managers must ensure contractors meet the Area Coordinator and that they understand that access will only be granted upon completion of the relevant local area induction(s) and with the express consent of the Area Coordinator. This will be provided in the form of access FOBs and/or keys and after-hours clearance certificates as detailed in section 4.2.1.2.
- Areas outside the scope of the project will remain off limits to contractors. In addition, building sites will remain off limits to local area staff, without the permission or supervision of the contractor site manager.
- Should building contractors require ongoing access to restricted access areas, either within or adjacent to the construction site, they must enter under the supervision of the appropriate Area Coordinator; or they must complete the necessary local induction and obtain a clearance certificate and written notice lodged with Monash Security from the Area Coordinator (as described in section 4.2.1.1. and 4.2.1.2. of this procedure).
- Any sub-contractors retained by the original contractors must also be instructed in this procedure, and only gain access to the building site either under direct supervision, at all times, by inducted contracting staff, or through the process of direct induction themselves.
- Any restricted access areas that are decommissioned, (either in the process of project completion, or through an independent process), must be updated in the system described in section 4.2.1.1. The Area Coordinator must then communicate these to both the Project Manager and the Project Site Manager via e-mail.

#### 4.2.4 Penalties for Non-Compliance

- Any contractors, sub-contractors, project managers, local or external area staff found to be non-compliant to the conditions detailed in this procedure must have their access removed. Access can only be regained at the discretion of the Area Coordinator upon completion of a re-induction.
- Access will be provisional upon continued compliance, and non-compliance may also result in loss of works contracts upon review.

#### 4.3 Emergencies at Monash

- In the case that a critical infrastructure alarm has been triggered in a restricted access area, appropriately trained personnel may enter. Where reasonably practicable, those with clearance certificates and approval from Monash Security (as described in section 4.2.1.3.), should be deployed preferentially.
- For all other areas of Monash University, standard emergency procedures, as explained in the Monash Contractor online induction and '333 Emergency booklets' apply.

### 5. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Committees and Responsibilities Procedure](#). A summary of the specific responsibilities relevant to this procedure is provided below.

#### 5.1 Area Coordinator

It is the responsibility of the Area Coordinator to:

- Identify restricted access areas;
- Determine local induction requirements and ensuring these are completed; and
- Provide up-to-date information to Monash Security and BPD on restricted access areas.

#### 5.2 Monash Security

It is the responsibility of Monash Security to:

- Instruct their staff in this procedure; and
- Ensure access FOBs/keys and after-hours access are provided in accordance with this procedure.

#### 5.3 BPD/eSolutions Contractor Management

It is the responsibility of BPD/eSolutions Contractor Management to:

- Instruct their staff/contractors in this procedure; and
- Ensure clearance certificates have been obtained; and
- All necessary local inductions have been completed.

#### 5.4 **Monash Project Manager**

It is the responsibility of Monash Project Manager to:

- Instruct their staff/contractors in this procedure;
- Ensure clearance certificates have been obtained; and
- All necessary local inductions have been completed.

<b>Status</b>	New
<b>Approval Body</b>	<b>Monash University OHS Committee</b>
<b>Legislation Mandating Compliance</b>	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic)
<b>Related Policies</b>	<a href="#">OHS Policy</a>
<b>Related Documents</b>	<p><b>Australian and International Standards</b></p> <p>AS/NZS 4801:2001 Occupational Health and Safety Management Systems – specifications with guidance for use</p> <p>OHSAS 18001:2007 Occupational Health &amp; Safety Management Systems – requirements</p> <p><b>Monash University documents</b></p> <p><a href="#">Access to Controlled Areas Policy</a></p> <p><a href="#">Access to Controlled Areas Procedures</a></p> <p><b>Monash University OHS documents</b></p> <p><a href="#">After-hours Procedure</a></p>

## 6. Document History

Version	Date of Issue	Changes made to document
1.0	May 2018	Access Control to Restricted Areas Procedure, v1.0



## 7. Appendix 1: Clearance Certificate

### AFTER HOURS – RESTRICTED ACCESS AREA CLEARANCE CERTIFICATE

**Purpose:** To ensure the Health and Safety of the contractor(s)/staff member undertaking works, and to verify the area has been made safe for maintenance to occur after hours and weekends.

This section must be completed by the Area Coordinator before any After Hours works can commence. A clearance certificate must be issued for all after hours work to restricted access areas.

<b>BEIMS Number</b>	
<b>Campus</b>	
<b>Building</b>	
<b>Room No/s</b>	
<b>Specific Location (eg fume cupboard)</b>	
<b>Description of Job</b>	

This assessment must be completed and verified prior to commencement of work in the above restricted access area. The following is a guide to hazards that may be present in the work area.

<b>The contractor has been made aware of the following hazards relevant to the area:</b>	<b>Special precautions &amp; controls to be used during works:</b>
Please tick when made safe or note <i>N/A if not applicable</i>	
<input type="checkbox"/> Flammable Liquids	<input type="checkbox"/> Protective clothing
<input type="checkbox"/> Toxic and/or corrosive chemicals	<input type="checkbox"/> Isolations required (Please provide info)
<input type="checkbox"/> Infectious organisms	<input type="checkbox"/> Barricades and signs placed to prevent access
<input type="checkbox"/> Radiation	<input type="checkbox"/> Fume cupboards cleared
<input type="checkbox"/> Compressed or liquefied gases (cylinders or piped)	<input type="checkbox"/> Fume cupboard and surrounds to be clear of chemicals
<input type="checkbox"/> Other – (please specify)	<input type="checkbox"/> Other – <i>please note</i>

**Dates/Time:** From: \_\_\_\_\_ to: \_\_\_\_\_

I certify that the area has been cleared and made safe for work to commence during the specified times listed: \_\_\_\_\_

(Area Coordinator's name, signature & date)

I certify that the area is safe for \_\_\_\_\_ works to be undertaken: \_\_\_\_\_  
(Contractor's name, signature & date)

Local induction completed on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please email completed form to [buildings.property@monash.edu](mailto:buildings.property@monash.edu)