

## Children in the Workplace Policy

*Printed copies are for reference only. Please refer to the electronic copy in the Policy and Procedure Manager (PPM), the electronic policy management system (EPMS), to ensure you are referring to the latest version.*

### Purpose:

Employers, and those in control of workplaces are responsible for ensuring, as far as practicable, the safety and health of visitors including children at the workplace.

Murdoch University recognises that family responsibilities impinge on all aspects of an individual's life and that family responsibilities affect both women and men. The University also acknowledges that students and staff have access with respect to educational and employment conditions regardless of their status with respect to dependent children. However, under the *Occupational Safety and Health Act 1984*, the University must provide premises that are as safe as is practicable for both employees and non-employees.

### Audience:

Staff, Students, visitors, public

### Objectives:

- To comply with the statutory duty prescribed in the *Occupational Safety and Health Act 1984*, "the University must provide premises that are as safe as is practicable for both employees and non-employees".

### Definitions:

*Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.*

There are no terms.

### Policy Statement:

#### 1. Dean/Director

- 1.1. Approval for a child or children to be brought to the workplace for more than one day shall only be given under exceptional circumstances. In considering a request to have a child or children at the workplace, the Dean/Director shall be satisfied that the child or children are not placed at risk, and that the staff member concerned can still perform full duties to the appropriate standard.

## 2. Managers and Supervisors

- 2.1. A manager or supervisor should only consent to staff bringing children to the workplace where the staff member has fulfilled their obligations as described. Consent must not be given where a child's presence puts the child or others in the work areas at risk.
- 2.2. Where a staff member requests that a child or children be in the workplace for more than one day, approval must be sought from the Dean/Director.

## 3. Staff

- 3.1. Staff shall take all reasonable steps to avoid bringing a child to the workplace. This includes investigating the possibility of using parental or short leave.
- 3.2. The consent of a staff member's supervisor must be obtained as soon as possible.
- 3.3. The child or children shall remain under the direct supervision of the staff member. Under no circumstances can this supervision be delegated to another individual.
- 3.4. The child or children must be kept in the staff member's immediate workplace and must not be allowed to wander into adjoining workplaces.
- 3.5. Children who are suffering from an infectious illness must not be brought into the workplace where they run the risk of infecting others.
- 3.6. Under no circumstances can children enter hazardous areas, such as laboratories or workshops. If in doubt the supervisor shall be consulted.

## 4. Students and Visitors

- 4.1. Students wishing to bring their child or children to class shall obtain the permission of the lecturer or tutor. Visitors shall obtain the permission of the relevant authorised University staff member.
- 4.2. The child or children shall remain under the direct supervision of the student or visitor at all times and shall not be permitted to wander into adjoining areas. Under no circumstances can this supervision be delegated to another individual.
- 4.3. Children who are suffering from an infectious illness must not be brought into the workplace where they run the risk of infecting others.
- 4.4. Under no circumstances can children enter hazardous areas, such as laboratories or workshops. If in doubt the supervisor shall be consulted.

### **Performance Indicators:**

There are no performance indicators.

### **Related Documents:**

[Occupational Safety and Health Act 1984 \(WA\)](#)

**References:**

There are no references.

**Approval and Implementation:**

<b>Approval Authority:</b>	Director People and Culture
<b>Responsible Officer(s):</b>	Manager Safety Health and Wellbeing
<b>Approval Authority for supporting procedures:</b>	There are no supporting procedures
<b>Approval Authority for supporting guidelines:</b>	There are no supporting guidelines
<b>Approval Authority for supporting standards:</b>	There are no supporting standards
<b>Contact Officer:</b>	Manager Safety Health and Wellbeing

**Revision History:**

<b>Approved/ Amended/ Rescinded</b>	<b>Date Approved</b>	<b>Effective Date</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
Approved	23/02/2018	23/02/2018	23/02/2021	
Approved	04/12/2012	04/12/2012	04/12/2015	