

Policy: Animals in the Workplace

Policy number: JQS.P5.3. v1

Date adopted: 8/3/2022

Authorised by: The Board

Date last reviewed:

18/06/2022

Reviewed by:

Quality Review Panel

Date of next review:

18/06/2024

Related documents:

Other standards

- National Mental Health Standards
- The International Standards for Clubhouse programs
- NDIS Practice Standards

Legislation or other requirements

- Work Health & Safety Act 2011
- Work Health and Safety Regulation 2011
- Guide, Hearing and Assistance Dogs Act 2009
- Australian Commonwealth *Disability Discrimination Act 1992*
- <https://www.qld.gov.au/disability/out-and-about/ghad/choosing-ghad>
- <https://www.dsdsatsip.qld.gov.au/resources/dsdsatsip/disability/guide-hearing-assistance-dogs/ghadogs-brochure.pdf>

1. Purpose

The purpose of this policy is to consider the general wellbeing, health and safety of all members, staff and volunteers of the Junction. Our Animals in the Workplace policy clearly outlines our requirements and relevant government legislation related to Guide, Hearing and Assistance Dogs Act 2009.

We want to ensure that animals won't disrupt our operations, damage properties, or cause medical issues or risks to other employees, members and visitors. We expect everyone to understand and comply with this policy.

2. Scope

This policy refers to all our employees, visitors, contractors, and members. It applies to any space our company owns where employees perform their job duties.

3. Policy statement – Our Commitment

The Junction is committed to creating a safe and welcoming environment for all to enjoy. We will strive to play our part in it by removing anything that will be a disruption to our operations and/or bring high risk to this environment or cause distress or concern for employees, members and visitors.

4. Procedures

These procedures should always be followed for any persons who attend the Junction and wish to enter with their animal and/or pet.

Entry to the Junction cannot be allowed under any circumstances if the required procedures have not been followed.

The Junction staff must always advise the person of these procedures to follow:

- They must phone and make an appointment to have a meeting with the Director of The Junction prior to any visit with their animal
- The Director will undertake a risk assessment on the animal before any entry to The Junction is allowed
- The owner must present current documentation of their Handler’s identity card for guide dog, hearing or assistance dog (Consistent with the Australian Commonwealth *Disability Discrimination Act 1992*)
- provide proof that their pets are clean, properly vaccinated and free of parasites
- The Director will advise all staff of the final decision

Consistent with the Australian Commonwealth *Disability Discrimination Act 1992*, The Junction requires applicants to provide evidence that their dog is trained to assist a person with a disability to alleviate the effect of the disability and meets standards of hygiene and behaviour that are appropriate for an animal in a public place.

Review processes

Policy review frequency: Bi-annual (2 years)	Responsibility for review: Quality Review Panel
Review process: Director of Operations as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and Communication: All policy decisions will be documented and communicated through the Quality System Review Panel observing the Document control HTTL. Note: add version number after review.	