VISITORS POLICY

POLICY NUMBER: 2018-PP032
RESPONSIBILITY: HEAD OF ADMINISTRATION

Contents

1. Policy for Visitors

This policy applies to all visitors and contractors that visit WAIFS campus.

2. Scope

Types of Visitors on WAIFS Campus:
- (i) Prospective Students
- (ii) Agents
- (iii) Contactors
- (iv) WAIFS Business Partners
- (v) Job Candidates
- (vi) Volunteers

3. Policy for Visitors' Logbook Procedure (s)

The following rules applies to all kinds of visitors:
- (i) Upon arrival, all visitors are required to complete the Visitors Book.
- (ii) Visitors should complete and sign a 'Visitors pass and Fire register', at the reception and present a form of photo identification i.e. driver's license.
- (iii) Visitors are required to fill in date, their name, company or Agent name if applicable, entry time and signature.

(iv) Visitors will then be issued with a pass

(v) When the visit is over, visitors are required to report back to the reception and fill in time out as they leave the premises.

4. Health and Safety

(i) Employees must always tend to their visitors while they are inside our premises.

(ii) Employees owe a duty of care to all visitors

5. Photographs

(i) No photographs are permitted for the purpose of publishing without prior approval of the Managing Director.

6. Visitors Network Access

(ii) Should a visitor require internet access, they can be issued with a temporary day internet username and password to gain access in to WIFI.

(iii) Our Internet usage, data protection and confidentiality policies temporarily cover our visitors while they are on WAIFS premises.

(iv) They must not misuse our internet connection, disclose confidential information or take photographs of restricted areas. If they don't conform, they may be escorted out or face prosecution, if appropriate.

7. Emergency Procedures

(i) In the event of an emergency, everyone including the visitors are to be evacuated out of the premises through the nearest safe exit point and directed to the designated evacuation points.

8. Accidents and Incidents

Any incidents or accidents whilst on the Premises must be reported immediately.
This includes, but is not limited to:

(i) Visitor injuries

(ii) Spills and leaks

(iii) Fire

(iv) Hazardous concerns etc.

9. Smoking

(i) Smoking on our premises is prohibited at all times.

10. Policy review

WAIFS may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to admissions@waifs.wa.edu.au

11. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult Senior Management who are responsible for the implementation and operation of these

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arrangements in their work area. Should further advice be required staff should contact admissions@waifs.wa.edu.au