

# FACULTY OF SCIENCE - COMPANION ANIMALS IN THE WORKPLACE PROVISIONS 2020

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## 1 Purpose and application

(1) These provisions:

- (a) require staff and students to obtain approval if they wish to bring their companion animal into the workplace; and
- (b) do not apply to assistance animals.

## 2 Commencement

These provisions commence on 1 October 2020.

## 3 Definitions

<b>assistance animal</b>	means an animal trained to perform tasks or functions that assist a person with a disability to alleviate the effects of his or her disability. Assistance animals include: <ul style="list-style-type: none"><li>• guide dogs;</li><li>• seeing eye dogs; and</li><li>• guide dogs in training.</li></ul>
<b>companion animal</b>	means a domesticated animal maintained in or near the owner's household.
<b>teaching space</b>	has the meaning in the <a href="#">Curriculum Timetabling Policy 2019</a> , which at the date of these provisions is: means a room or location designed for teaching.
<b>University lands</b>	has the meaning in the <a href="#">University of Sydney (Campus Access) Rule 2009</a> which at the date of these provisions is:  includes any land or roads occupied or used in connection with the University including the whole or part of any building or structure and any land or roads occupied or used in connection with the whole or part of any building or structure.

- workplace** means, but is not limited to:
- staff workstations;
  - meeting rooms;
  - photocopy rooms; and
  - shared workspaces.

## 4 Principles

- (1) No approval is needed to:
  - (a) bring an assistance animal onto University lands; or
  - (b) use an animal to support approved research, teaching or clinical activities.
- (2) The Faculty of Science recognises that, on rare occasions, companion animals may accompany staff and students onto University lands, to:
  - (a) assist staff or students with a medical condition;
  - (b) participate in animal ethics approved teaching or research; or
  - (c) attend scheduled appointments at one of the University's veterinary teaching hospitals.
- (3) A staff or student who wishes to bring a companion animal onto University lands must first obtain the approval of the relevant Head of School, as required by these provisions.

## 5 Approval

- (1) To obtain approval to bring a companion animal into the workplace, the companion animal owner must:
  - (a) complete the [Application for companion animals in the workplace form in Schedule one](#)
  - (b) if the animal is used to assist with a medical condition, provide a medical certificate; and
  - (c) submit the completed form and medical certificate (if required) to the School Manager, or Head of Portfolio (for Faculty staff).
- (2) The School Manager or Head of Portfolio will review:
  - (a) the submitted form;
  - (b) the approval criteria provided in schedule two to these provisions; and
  - (c) any supporting documents and,

if satisfied that the application is complete, forward it to the Head of School, or Faculty General Manager (for Faculty Staff).

- (3) If the School Manager or Head of Portfolio is not satisfied that the form or supporting documents are complete, they will return them to the submitter with an explanation of what is required.

- (4) The Head of School or Faculty General Manager will:
  - (a) consider the approval criteria in schedule two;
  - (b) determine whether or not to provide approval; and
  - (c) may set conditions for the approval.
- (5) An approval obtained under these provisions is valid for 12 months from the date of issue and must be renewed annually.

## **6 Managing companion animals on University lands**

- (1) Staff and students who have received approval to bring their companion animal onto University lands must:
  - (a) be mindful that animals may constitute a real or perceived health threat to others, including:
    - (i) diseases and parasitic risk;
    - (ii) allergies;
    - (iii) falls; and
    - (iv) bites;
  - (b) accompany their companion animal at all times;
  - (c) restrain and control their companion animal at all times;
  - (d) carry a bag or have other means of picking up and removing faecal waste left by their companion animal;
  - (e) clean any spills left by their companion animal;
  - (f) not allow a companion animal to be in food preparation areas or indoor areas where food is consumed (e.g. cafes, common rooms, tearooms or dining halls);
  - (g) not take, or permit anyone else to take, their companion animal into any laboratory;
  - (h) unless approval has been received for learning activities and teaching, not take, or permit anyone else to take, their companion animal into teaching spaces;
  - (i) not intentionally abandon animals on University lands.
- (2) In shared office areas, work colleagues must be consulted, and their agreement obtained, before a companion animal is brought into the workplace.

## **7 Sick, injured and restricted animals**

- (1) Companion animal owners must restrain and control sick or injured animals in an appropriate way e.g. a dog must be restrained with an adequate chain, cord or leash.
- (2) Animals that are to be examined by a veterinarian on University lands should be contained in an appropriate pet carrier, cage or enclosure.
- (3) The Head of School or Faculty General Manager may:
  - (a) direct that a companion animal be removed from a workplace; and
  - (b) permanently ban an animal from a workplace.

- (4) The companion animal must not be a "restricted breed dog", "dangerous dog" or "menacing dog" as defined by the [Companion Animals Act 1998 \(NSW\)](#) and [NSW Office of Local Government](#).

## 8 Damage to property

- (1) The owner of a companion animal which causes damage to University property, facilities or grounds will be liable to compensate the University for the cost of rectification.
- (a) This may include, but is not limited to, the cost of :
  - (b) cleaning;
  - (c) repair; or
  - (d) replacement of damaged items.

## NOTES

### Faculty of Science - Companion Animals in the Workplace Provisions 2020

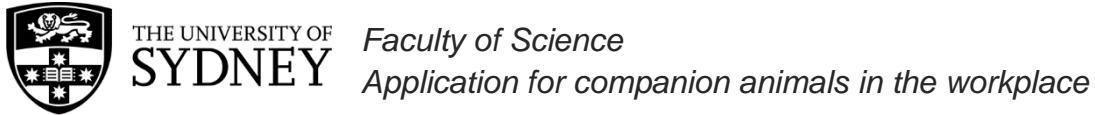
- Date adopted: [This is the date on which the provisions are formally signed]
- Date commenced: [This is the date on which the provisions will commence, suggest at least two weeks from date of adoption/approval, consider if dates need to align with other documents]
- Approved by: Professor Iain Young, Dean
- Signature: [This should be left blank on the electronic copy provided to the Policy Management Unit with the original signed copy retained in the Faculty's records]
- Review date: [This date must be no more than 5 years from the date of commencement.]
- Rescinded documents: [List here any documents replaced by these provisions.]
- Related documents: [Companion Animals Act 1998 \(NSW\)](#)  
[Work Health and Safety Policy 2016](#)  
[Work Health and Safety Procedures 2016](#)  
[Application for companion animals in the workplace form](#)

## AMENDMENT HISTORY

Provision    Amendment

Commencing

## SCHEDULE ONE



### Instructions for the Applicant

1. Please ensure that you read the *FACULTY OF SCIENCE - COMPANION ANIMALS IN THE WORKPLACE PROVISIONS 2020* [\[HYPERLINK\]](#) before completing your application. If you have any queries, contact your School Manager.
2. Please note that applications are approved for a maximum of 12 months.
3. Forward the completed application to your School Manager (or Head of Portfolio for Faculty Staff) for approval from your Head of School (or the Faculty General Manager for Faculty staff).

### PART 1: Employee/student details

Employee/Student ID:

Title:

Surname:

Given  
Names:

School/Unit:

Position:

Bldg Code:

Ext  
:

### PART 2: Application Details

1. Reason for the request (include supporting documentation):

2. Type of animal (include breed, age, size)

3. Start date:

End Date:

(maximum of 12 months)

4. Where will the companion animal be located:

5. Assessment of the suitability of the work environment including any identified risk:

6. Potential impact on colleagues or interference with the work of others

I declare that I have agreement for the animal to occupy the space from those who share the workspace/open plan area/office/immediate area.

I attach copies of their consent to this application form and provide their email addresses .

I declare that I will accompany the animal at all times .

### **PART 3: Consent and applicant signature**

I understand that the University will seek restitution for any additional cleaning required or animal-related damage to University property, facilities, or grounds.

I declare that the information provided above is complete and correct.

Signature

Date



**PART 4: Review and Approval from School Manager and Head of School**

1. School Manager/Head of Portfolio Review

Supporting documentation has been reviewed

Comments:

Assessment of the suitability of the work environment including any identified risk

Comments:

Potential impact on colleagues or interference with work of others has been assessed, and consent of colleagues cited

Comments:

School  
Manager/Head of  
Portfolio  
Signature

Date

Head of  
School/Faculty  
General  
Manager  
signature

Date

Conditions  
of  
approval:

*e.g. animal is limited to one building and outdoor spaces; animal is not permitted in another area, where someone is dog-phobic/allergic etc*



## SCHEDULE TWO

### APPROVAL CRITERIA

- (1) The Head of School or Faculty General Manager will consider the following criteria and decide whether or not to approve an application.
  - (a) The animal is not a "restricted breed dog", "dangerous dog" or "menacing dog" as defined by the [Companion Animals Act 1998 \(NSW\)](#) and [NSW Office of Local Government](#).
  - (b) If the animal will assist with a medical condition, the applicant has attached a medical certificate as supporting documentation to the application form.
  - (c) The applicant has attached the written consent of other users of the workplace as supporting documentation to the application form.
  - (d) The applicant has made appropriate arrangements for the animal's wellbeing whilst on University lands.
  - (e) The Head of School/Faculty General Manager has considered the suitability of the physical workplace, identified any risks and whether or not it is appropriate for a companion animal.
  - (f) The Head of School/Faculty General Manager is satisfied that appropriate arrangements have been made for the wellbeing of other users of premises or locations that the animal will attend.
  - (g) The applicant has consented to managing the animal in accordance with these provisions and signed the application form.
  - (h) The Head of School/Faculty General Manager will consider any other criteria as deemed appropriate.