Inspection Policy

• Purpose of Policy

1.1 Education Centre of Australia Pty Ltd (‘ECA’) has initiated various policies and procedures in the interests of work health, safety and welfare. Security at the workplace is a legitimate work health and safety concern. For the purposes of security, it is necessary for ECA to be able to inspect property on its premises so that it may respond to potential hazards and risks such as the risk of misuse (including theft) of its property.

1.2 Consequently, this Inspection Policy is initiated in the interests of work health, safety and welfare and ECA expects the co-operation of each workplace participant in the implementation of this Policy.

• Commencement of Policy

1.3 This Policy commences from 1/01/2014. It replaces any other Inspection Policy of ECA (whether written or not).

• Application of Policy

1.4 This Policy applies to employees, agents, contractors (including temporary contractors) of ECA and visitors, collectively referred to in this Policy as ‘workplace participants’.

1.5 This Policy does not form part of any employee’s contract of employment. Nor does it form part of any other workplace participant’s contract for service.

• Conditions regarding personal property on premises and conditions regarding use of property

1.6 Inspection of personal effects, personal property

(a) Unless directed otherwise, and subject to the conditions set out in this Policy, a workplace participant may bring his/her personal effects and personal property (e.g. bags, clothing, bicycle, motor vehicle) onto ECA’s premises, including any vehicle parking area.

(b) A workplace participant who brings any personal effects or personal property onto ECA’s premises does so on the condition that ECA may — through its officers, employees, security staff or delegates — inspect the personal effects or personal property of the workplace participant while the personal effects or personal property remain on the premises.

(c) Whenever a workplace participant brings any personal effects or personal property onto ECA’s premises, the workplace participant is taken:

• to have agreed to the condition that ECA may —through its officers, employees, security staff or delegates — inspect the personal effects or personal property of the workplace participant for so long as the personal effects or personal property remain on the premises; and
to have agreed to allow for the inspection of any personal effects or personal property by ECA through its officers, employees, security staff or delegates; and

- to have agreed to submit to, and co-operate fully with, any inspection of any personal effects or personal property by ECA through its officers, employees, security staff or delegates.

1.7 Presence during inspection

(a) During any inspection of a workplace participant’s personal effects or property, the workplace participant should be present or alternatively should have given permission for such an inspection to take place in his/her absence.

(b) In the event that a workplace participant does not make available his/her personal effects or personal property for inspection, ECA may take such lawful action as is available to it, including referral to the police.

1.8 Inspection of property provided by ECA

(a) Whenever a workplace participant is provided with any property of ECA for use (e.g. vehicle, locker) the workplace participant is taken:

- to have agreed to the condition that ECA may — through its officers, employees, security staff or delegates — inspect the property at any time; and
- to have agreed to allow for the inspection at any time of any property by ECA through its officers, employees, security staff or delegates; and
- to have agreed to submit to, and co-operate fully with, any inspection of any property by ECA through its officers, employees, security staff or delegates.

Variations

ECA reserves the right to vary, replace or terminate this policy from time to time.

Policy version and revision information

Policy Authorised by: David Tulloh
Title: Operations Director
Original issue: 1/01/2014

Policy Maintained by: David Tulloh
Title: Operations Director
Current version: 1
Review date: 1/01/2015
Workplace participant acknowledgement

I acknowledge:

- receiving the ECA Policy;
- that I will comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name: ____________________________________________________________

Signed: _______________________________________________________________

Date: _________________________________________________________________