



KEYS & ACCESS CARD RESPONSIBILITY POLICY HR006

1. PURPOSE

To outline the accountabilities, responsibilities and expectations of staff provided with a set of university keys and access card control.

2. SCOPE

This Policy applies to all Charles Sturt Campus Services employees.

3. RESPONSIBILITIES

All keys, lanyards, access cards and retractable key holders remain the property of the university.

Manager and Supervisors Responsibilities:

- Coordinating issue of access cards and keys. (access on cards and keys should only be provided for spaces where access is required)
- Ensuring key and access card return in relation to employees departing the organisation
- Maintaining a key and card access register for employees within their supervisory area
- Day to day oversight of the secure storage of keys and contractor access cards in the designated lock-able key cabinet.
- Ensuring that card and key holders understand that all lost or stolen access cards and keys must be reported immediately
- Immediately reporting all lost or stolen keys or access cards to their Supervisor, Facilities Management and or Residential Life
- When required submitting a restricted key order request form to facilities management and through the online building management system (BEIMS/PULSE).

Key Custodian Responsibilities:

- When in possession of issued keys or access cards employees must ensure they are kept safe and secure at all times.
- Return all issued keys and or contractor cards to the designated lockable key cabinet prior to departing university or client grounds. (Personal ID cards with access may be taken home. Employees must ensure they are kept safe and secure at all times)
- Return all issued keys and access cards when departing the organisation.
- Immediately report lost, stolen or damaged keys to their direct Supervisor.
- Never assign keys to other persons.
- Never obtain or attempt to obtain key duplicates.

Loss of University Keys

The restricted key and access card system used by the University is a major part of Security initiatives for protecting University property and in restricting access to unauthorised persons. When a University key or access card is lost this must be reported immediately. It is paramount that circumstances surrounding the loss of keys remain confidential.

It is the universities policy to re-key or remove access to the area(s) affected by the loss of the key(s) or the access card to maintain the integrity of the Universities restricted access system, together with ensuring that the safety of



persons and property is preserved. The decision to re-key or remove access and the timeframe for the above will be determined by authorised university persons undertaking a risk assessment. Losses resulting from breach of policy may result in dismissal.

4. SIGN OFF

Signed:  **Date:** 21-10-21

Name: Martin Dooner **Position:** General Manager