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# Staff Identification Policy for the Division of Facilities Management

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<b>Version</b>	1.1
<b>TRIM file number</b>	10/
<b>Short description</b>	A policy on the identification of staff of the Division of Facilities Management
<b>Relevant to</b>	All staff of the Division of Facilities Management
<b>Authority</b>	This Policy has been approved by Executive Director, Division Facilities Management under the <i>Governance (Policy and Procedures) Rule 2005</i> of the Council and sections 20 and 32 of the <i>CSU Act</i> .
<b>Responsible officer</b>	Executive Director, Division Facilities Management
<b>Responsible office</b>	Division Facilities Management
<b>Date introduced</b>	9 June 2010
<b>Date(s) modified</b>	See document control
<b>Next scheduled review date</b>	June 2011
<b>Related University documents</b>	CSU card DFM Contractor Management procedures
<b>Related legislation</b>	
<b>Key words</b>	Policy, staff identification, CSU card

## 1. PURPOSE

- 1.1 This documents sets out Charles Sturt University's (CSU's) policy on the requirement for staff of the Division of Facilities Management to wear University identification while undertaking work related activities.
- 1.2 This procedure describes the approved forms of identification and is aligned with the University's Staff ID Card Policy and Procedure and the 'CSU card'.
- 1.3 The objectives of policy are to:
  - (a) State the requirements for staff of the Division of facilities management to wear approved forms of identification while performing work related activities.
  - (b) Define the approved forms of identification
  - (c) Ensure ready identification of staff to other staff, students and visitors
  - (d) Ensure positive identification of staff for use of the University's facilities and services

## 2. SCOPE

- 2.1. This policy applies to staff of the Division of Facilities Management. This is irrespective of type of employment ie includes full time, part time or casual engagement.
- 2.2. This policy does not apply to Contractors, consultants or other engaged professionals. Unescorted persons in these categories are required to wear CSU identification as outlined in the Divisions contractor management process.

## 3. REFERENCES

This policy should be read in conjunction with:

- 3.1 CSU Card - <http://www.csu.edu.au/services/csu-card/>

## 4. DEFINITIONS

Approved forms of identification

- a) A CSU (Staff) card visibly attached via a CSU lanyard, clothing clip or belt clip.
- b) A CSU name badge.
- c) Your name printed on your CSU uniform/ protective clothing.

## **5. RESPONSIBILITIES**

5.1 Managers/ Supervisors are to ensure all staff under their supervision comply with the requirements of this policy.

5.2 Staff members are required to comply with the requirements of this policy.

NOTE: The wearing of identification must not create a risk of injury. Staff involved with the use of machinery or other occupations in which lanyards or cards could create a catch hazard are to wear other forms of identification, as provided within the policy.

## **6. FURTHER INFORMATION**

Contact the Facilities OHS Manager, Division of Facilities Management

## Table of amendments

<b>Version number</b>	<b>Date</b>	<b>Short description of amendment</b>
0.1	8/3/10	Initiation of staff identification requirements
1.0	5/5/10	Policy for consultation
1.1	2/6/10	Change title to "DFM" staff ID Policy. Removed reference to CSU Staff ID policy (rescinded).