

## 1 Purpose

This procedure restricts the use of non-motorised transport on all campuses to internal Institute roads. The purpose of this procedure is to ensure the safety of all students, staff, customers, contractors and visitors to SuniTAFE Campuses. It is designed to comply with Occupational Health and Safety legislation and Institute policies and procedures.

## 2 Scope

This procedure covers all students, staff, customers, visitors and contractors who bring non-motorised transport on to SuniTAFE premises. All staff are responsible for ensuring that this procedure is adhered to.

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## 4 Definitions

ACRONYM / Term	Definition
<b>Non-motorised transport</b>	Includes but is not limited to bikes, skateboards, scooters, rollerblades and roller-skates. This definition excludes non-motorised transport that is used as a mobility aid for people with a disability, impairment or medical condition, e.g. wheelchairs.
<b>OHS</b>	Occupational Health and Safety
<b>PPE</b>	Personal protective equipment
<b>SuniTAFE / Institute</b>	Sunraysia Institute of TAFE

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## 5 Actions

### 5.1 Use of non-motorised transport on Institute grounds

- 5.1.1 Non-motorised transport may be used for the purpose of getting to and from the SuniTAFE campuses and between Institute buildings via internal roads.
- 5.1.2 In the interests of OHS, the use of non-motorised transport is banned in all other areas of the Institute including inside buildings, pathways, courtyards, gardens, loading areas, grassed areas, and walkways.
- 5.1.3 People using non-motorised transport MUST dismount from their non-motorised vehicle when they are leaving an internal Institute road to access the campus pathways and other areas.
- 5.1.4 Non-motorised transport must be used only for its intended purpose, and MUST NOT be used for recreational purposes such as 'tricks', skylarking, competitions, games, sports, or as a mode of amusement.

### 5.2 Safety and security of non-motorised transport

- 5.2.1 People using non-motorised transport on Institute grounds must comply with all relevant laws and legislation, including operating and handling their vehicle in a safe and responsible manner and wearing appropriate PPE including a helmet.
- 5.2.2 Storage of non-motorised vehicles on campus is limited to bike racks and lockers available at the Mildura and Swan Hill Campuses.
- 5.2.3 The Institute assumes no responsibility for loss or damage to personal property including non-motorised transport as referenced in the Institute's Personal Property Policy. It is therefore recommended that if people are unable to secure their non-motorised vehicles on campus, that they do not bring the vehicle to the Institute.
- 5.2.4 All students using a non-motorised vehicle have a responsibility to follow any reasonable direction from an Institute staff member in relation to the use of this vehicle.
- 5.2.5 All students have a responsibility to report unsafe behaviour on campus, including unsafe use of non-motorised transport, to an Institute staff member.
- 5.2.6 All Institute staff have a responsibility to inform students, customers, contractors and visitors to the Institute of this procedure and advise people who are in breach of this procedure regarding the expected behaviour.

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- 5.2.7 All staff have a responsibility to report unsafe behaviour, including unsafe use of non-motorised transport. For student breaches, the Student Code of Conduct Policy and Procedure should be followed in conjunction with the Incident Reporting process. For reporting customer, visitor or contractor breaches, the staff member is to inform the relevant manager.
- 5.2.8 Any accident, injury or near-miss involving non-motorised transport should be reported through established OHS reporting procedures.

## 6 Associated Documents

- OHS Policy
- Student Code of Conduct Policy
- Student Code of Conduct Procedure
- Personal Property Policy
- Incident Report Procedure
- Critical Incident Procedure
- Incident Report Form
- Accident Injury Illness Report Form
- Hazard/Near Miss Report Form

## 7 References

- Crimes Act 1958
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

## 8 Forms / Record Keeping

All records generated by this procedure should be listed and must state title, location, responsible officer and minimum retention period.			
Title	Location	Responsible Officer	Minimum Retention Period
Incident Report Form	Central Registry	Manager, LRC	15 years from date of incident
Accident Injury Illness Report Form	Central Registry	OHS Officer	15 years from date of incident
Hazard/Near Miss Report Form	Central Registry	OHS Officer	7 years

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