



Key issuing Policy

Category	Property
Type	Policy
Approved by	Director, Property Services
Date Policy Took Effect	1 January 2015
Last Approved Revision	1 January 2015
Sponsor	Finance and Administration Manager
Responsible Officer	Administration and Finance Officer
Review Date	11 March 2018

Purpose

The purpose of this policy is to define the rules governing the issue, return, monitoring and auditing of keys that are required by Property Services staff and Contractors.

Keys are issued for the purpose of accessing areas to carry out works and services in The University buildings.

This policy excludes keys issued for capital projects which will be outlined separately in the 'New Key Policy'

Definitions

Keys – for the purpose of this policy, swipe card is also implied when referring to a key.

Contractors – include contractors, subcontractors and agency personnel that have been approved to work for The University of Otago Property Services.

Approved Contractors – is a contractor that has been approved by HR Health & safety and has undergone Health and Safety training.

Key Monitor – is the person responsible for ensuring keys are returned on the due date and keys are used in accordance with the policy. For Property Services staff it is the Line Manager. For external contractors it is the relevant Facility Manager.

Restricted Area Authorisation – This is authorisation given to staff and/or approved contractors trained in the necessary training to work in restricted areas.

Issuer – Property Services Administration Office Staff. Campus Watch for after hours (after 5.00pm and before 7.30am).

Key Holder – Employees of The University and its subsidiaries and approved contractors.

Policy Content

1. Keys will only be issued to Key Holders.
2. Overall responsibility for the issue of keys resides with the Director of Property Services.
3. Keys must only be used for work that has been authorised by Property Services Division.
4. Restricted access areas will be restricted to those with authorisation.
5. Key Holders must show their University Staff ID cards on request. Keys will not be issued if the Key Holder does not have a University Staff ID card.
6. Improper use of University keys will be reported to The Director of Property Services and may result in being removed as a Key Holder in the system and/or other disciplinary action.
7. Keys will be issued for up to five days. Keys will only be issued for longer if authorisation is provided by the Key Monitor. In practice keys will only be issued for longer in exceptional circumstances e.g. project work.
8. If keys are issued for longer than 1 month the Key Holder must report into the Administration Office Staff to have the key sighted each month.
9. Keys must be returned by 9.00am on the return date specified by the Administration Office Staff. The Key Monitor is responsible for the key if not returned by the specified return date.

10. Under no circumstances is the Key Holder permitted to pass their issued key(s) to anyone other than the Administration Office Staff.
11. Loss of keys must be reported immediately to the Administration Office Staff. If incurred by external contractors they may be charged for the cost incurred in changing locks.
12. Keys will be audited monthly by the Administration Office Staff.
13. It will be the responsibility of the Manager of the Administration Office Staff to provide a monthly report to The Senior Management Team where non-compliance to the key policy has occurred. This report will record all instances of non-compliance including lost/stolen keys, misuse of key, any costs incurred due to the misuse of keys and where appropriate recommendations to management to address possible operational issues.

Related Policies, Procedures and Forms

Additional Documentation	<p><i>Health and Safety in Employment Act 1992.</i></p> <p><i>-Health and Safety in Employment Amendment Act 2002. (for accessing areas such as labs).</i></p> <p>University of Otago General Staff Collective Employment Agreement, University of Otago Individual Staff Collective Employment Agreement, University of Otago Ethical Behaviour.</p>
Corresponding Documents	<p>Security Process, New Key Policy, Key issuing procedure</p>