



MFE2	MASS Facilities and Equipment	Premises Management and Security Policy and Procedures
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What this policy aims to do	Ensure the safety of workers and clients as well as the security of property and equipment owned by MASS and/or clients
Who this policy applies to	Every employee, volunteer and contractor working for MASS
Who is responsible for carrying out this policy	All MASS workers have a duty of care to ensure that they work in a manner that is not harmful to their own health and safety and the health and safety of others
What words used in this policy mean	' <i>Condition Report</i> ' means a record of inspection showing the condition of the property at the beginning of a tenancy ' <i>Lease</i> ' means a legal document which confers a right on one person (called a tenant) to possess property belonging to another person
Legislation this policy is based on	
Other relevant policies	MFE1 Emergency Management HS12 Client Incident Reporting MS12 Workplace Health and Safety

Version	Date	Author/Editor	Approved by	Notes
1.0	26/8/2016	Peter Lane		
1.1	31/5/2018	D Stephenson		Update format
1.2	10/1/2022	P Valente	S. Reeves	Minor amendments

Premises Management and Security Policy

MASS will manage all properties in a safe and healthy manner and will comply with building code, lease agreements, health & safety and Government requirements.

Only the Board can authorise the purchase of any property on behalf of MASS.

The CEO is responsible for any leases on properties to be used by MASS, staff or clients but may delegate authority to other managers.

Repairs and maintenance on leased or owned premises are to comply with the purchasing policy and be approved by the responsible manager.

MASS will ensure that all properties owned or leased by it for services and activities have reasonable levels of security to protect the personal safety of workers and clients as well as protecting assets including equipment and personal belongings.

MASS will ensure that all properties maintain the appropriate level of accessibility to meet staff and client requirements

The fitting of locks to internal doors must be approved by the CEO and the responsible manager and must be consistent with an approved positive behaviour support plan and be subject to an approved exemption to the building code if relevant. The CEO and responsible manager must ensure that the fitting of such locks does not unnecessarily or unlawfully restrict the movements of clients or pose risks to them or staff members in the event of an emergency.

Security equipment and security arrangements at each property will be appropriate to the security needs based on risk assessment. Security equipment such as locks and alarms must be monitored and maintained to ensure they are in good working order at all times.

