

# Student Lift Access Procedure

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## Purpose

This procedure outlines the process for approving, issuing, and managing student access to the College lift. It ensures lift use is safe, equitable, and aligned with Brisbane Catholic Education (BCE) guidelines relating to student safety, supervision, and workplace health and safety (WHS).

## Scope

This procedure applies to all students who require temporary lift access due to injury, mobility needs, or other approved circumstances.

## Guiding Principles

- Lift access is provided to support students with genuine and temporary needs.
- Access is managed and monitored to ensure safety and appropriate use.
- Lift use is not permitted for convenience or social purposes.

## Approval for Lift Access

- Lift access is granted by the College approval only.
- Approval is typically arranged through Student Admin Office (SAO) and may be supported by medical or pastoral information where appropriate.
- Lift access is approved for a specified period of time and reviewed as required.

## Issuing Temporary Lift Access Card

- A request to be sent to PLs for approval and PLs will inform SAO.
- Approved students will be issued with a temporary lift access card.
- The student must collect the lift access card for a period from IT Services.
- The student must return the lift pass before their permit expired.
- A record of issued lift cards will be maintained in IT Services.
- There is no cost for the issue of a temporary lift card.
- Lift access cards are issued to individual students only and must not be shared.

## Conditions of Lift Use

- Only the approved student may use the lift.
- One additional student only is permitted to accompany the approved student to provide support.
- The lift must be used respectfully and in accordance with all safety signage and instructions.
- Students must not misuse the lift, interfere with controls, or allow unauthorised access.



## Responsibilities of Students

Students approved for lift access are responsible for:

- Carrying and using their own lift access card
- Ensuring the lift is used only for approved purposes
- Returning the temporary lift access card when access is no longer required or at the end of the approved period

## Loss or Misuse of Lift Access Card

- Lost lift access cards must be reported to the College immediately.
- Misuse, sharing, or inappropriate use of a lift access card may result in immediate withdrawal of access.

## Breach of Procedure

Failure to comply with this procedure may result in:

- Withdrawal of lift access
- Further action in line with the College behaviour policies and relevant BCE guidelines

### Medical / Pastoral Approval Note (Internal Use)

- Student Name: \_\_\_\_\_ Year \_\_\_\_\_ VPC \_\_\_\_\_
- Basis for approval (e.g. medical, injury, pastoral):  
\_\_\_\_\_
- Supporting documentation sighted (if applicable):  Yes  No  Not required
- Approved start date:            /        /
- Approved end date / review date:            /        /
- Approved by (Name & Position): \_\_\_\_\_
- Signature: \_\_\_\_\_ Date:            /        /



## Student and Parent Acknowledgement

Use of the College lift is conditional upon both student and parent/carer acknowledgement of, and agreement to, this policy.

By signing below, the student and parent/carer confirm that they:

- Have read and understood the Student Lift Access Policy
- Agree to comply with all conditions of access and use
- Acknowledge that failure to comply may result in withdrawal of access and further action in line with College and BCE policies

### Student Acknowledgement

Student Name:	
Year Level:	
Student Signature:	
Date:	

### Parent/Carer Acknowledgement

Parent/Carer Acknowledgement:	
Parent / Carer Signature:	
Date:	