



## POLICY – ASSISTANCE ANIMALS AND PETS IN THE OFFICE

ID No: FBC-18-826

Version: 1.0

- Applies to:
- Applicable Legislation:
- All Staff
  - Guide Dogs and Hearing Dogs Act 1967 (Tas)
  - Disability Discrimination Act 1992 (Cth)
  - Dog Control Act 2000 (Tas)
  - Animal Welfare Act 1993 (Tas)
  - Disability Services Act 2011 (Tas)

### Introduction

There are known physical and mental health benefits in bringing pets to work from time to time. It can reduce stress, improve morale, and even increase productivity.

Adopting a pet-friendly workplace philosophy requires a delicate balancing of the interests and rights of all employees, the welfare of the animals, together with the associated liability risks.

Family Based Care Tasmania (FBC) permits the bringing of pets into the office on a restricted basis, provided this procedure is followed.

### Assistance Animals

By law, recognised Assistance Animals are permitted entry to all FBC offices and public areas within FBC offices. An Assistance Animal is a guide dog or other animal specifically trained to help a person with a disability.

Any staff with known specific allergies or phobias are to be alerted to the presence of an Assistance Animal in the office.

### Process for Pets

FBC must ensure, so far as is reasonably practicable, that the health and safety of workers and other people in or visiting the office is not put at risk from any visiting pets. Before a staff member brings a pet to work they should consider factors such as:

- Will having a pet at work adversely impact someone's health, such as a person with allergies or phobias?
- Is your specific workplace within the office a safe environment for the pet? Specific workplace areas with high volumes of people movements may not be safe.
- How will you manage your pet within your specific work environment to ensure they do not create a risk to others? For example, making sure the pet is not a slip/trip/fall risk, that it will not attack anyone, and that it is healthy in order to prevent potential spread of infections?

### Responsibility of Employees

Before a pet is brought into the office employees should consider / action the following:

- Ask co-workers if anyone has allergies or fears/phobias before the pet comes to work. If anyone objects, do not allow the pet to come to work.

- Ensure there is access to an outdoor area for pets to go to the toilet.
- Make sure you know where your pet is not allowed, such as kitchen areas and toilets.
- Be aware that pets are not permitted in the vicinity of downstairs public areas or waiting rooms due to the risk they may present to members of the public or clients with allergies or phobias.

**The pet owner must:**

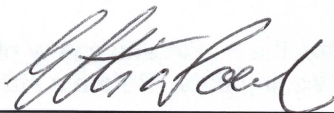
- follow this procedure and respect others who may not be so happy to see your pet,
- supervise your pet at all times,
- ensure your pet is properly registered, healthy, vaccinated, and on regular worm, tick, and flea treatments,
- bring a bed, mat, or crate, and the pets own toys and food/water dish so the pet is comfortable and has its own designated place to stay when not being introduced to everyone,
- consider a lead when walking your pet around the workplace, and
- take your pet on regular toilet breaks outside.

**Liability**

Pet owners are advised that they are responsible for cleaning up after accidents and otherwise ensuring that their pet is not a disruption or nuisance in the workplace.

Pet owners will be held generally liable for any damage to property or injury to people as result of the actions of their pet.

Authorised by:



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President of the Board

Date:

21/11/23