

Swipe Card Access to the SRC



Before being issued a swipe card **you must** have completed the following:

1. Fill out this form and either email it to - or hand it in to - the Secretary to Council (secretary.council@src.usyd.edu.au)
(if you are an Honi Editor or an Exec member your are automatically approved and do not need to apply)

(tick only if completed)

2. Have you set-up your official SRC email and got your username and password? (That is if you are an Office Bearer or an Honi Soit Editor) Please email the SRC Administration and Systems Manager (admin.manager@src.usyd.edu.au)

(tick only if completed)

3. Please complete the SRC Forms Training surveymonkey.com/r/SRCformstraining

(tick only if completed)

4. Have you completed the WHS module? All students who wish to use the SRC office at any time **MUST** complete this. The WHS module is available at: <http://srcusyd.net.au/council/training/> Any questions about this survey, please direct them to the Secretary to Council (secretary.council@src.usyd.edu.au)

(tick only if completed)

Date of completion: / /

By obtaining swipe card access **I agree** to the Usage and Entry Regulations of the SRC:

1. I will not remove, misuse, abuse or interfere with any resources, equipment or facility owned by the SRC. This also applies to the personnel property of others.
2. It is my responsibility, where possible to rectify any workplace health & safety incidents and report these to executive members or members of staff. Where this is not possible it is my responsibility to refer incident to executive members or members of staff.
3. I am responsible for my own safety and the safety of others who may be affected by my actions.
4. I will keep the entrance and exit doors shut after hours.
5. I will not consume alcohol at any time within the SRC premises.
6. I understand that the swipe card is not transferable at any time.
7. I agree that breaching any of these regulations will lead to the removal of my swipe card and access to the SRC, and could lead to me being banned from the SRC, where applicable criminal prosecution may proceed.

Name of student: _____ Student I.D. _____

SRC position: _____

Signature of student: _____ Date ____/____/____

Name of witness: _____ Signature of witness _____ Date ____/____/____

Office Use Only:

WHS Module completion date on Survey Monkey: / /

Forms Training Module completion date on Survey Monkey: / /

(please note student must not be given swipe card access until WHS Module and forms training has been completed and confirmed by you the staff member on the Survey Monkey website)

Executive swipe card approval date: / / *(please confirm with Secretary to Council or check current Council spreadsheet)*