

ANIMALS ON CAMPUS PROCEDURE

Section	University Services
Contact	Director Occupational Health & Safety, Wellbeing
Last Review	November 2025
Next Review	November 2027
Approval	Director Occupational Health & Safety, Wellbeing

Purpose:

Disability Assistance Dogs, Emotional Support Animals, Companion Animals and Working Dogs are permitted on campus under the following conditions but must be restrained appropriately, **and always under the direct control of their owner**. Voice command is not regarded as direct control.

Any access to the University must consider:

- That domesticated animals do not cause a nuisance or hazard on University property to any person, stock, poultry, domestic animal or protected flora and fauna,
- The potential benefits to well-being of animal companionship to an individual are considered
- Consider potential disruption to the university's operations,
- The welfare of the animal,
- To consider allergies & phobias of staff relating to animals,
- Consider aggressive behaviour of animals to an individual
- The university's duty of care under the Health and Safety at Work Act 2015

Scope

All Massey University staff, students and visitors to a Campus.

Procedure

- 1. Students:** Students may only bring Disability Assistance Dogs to campus. No other companion or emotional support animals are permitted. Students must:
 - a. Register with the Disability Support Services.
 - b. Complete the animal risk assessment and access form prior to bringing the animal to campus.
- 2. Staff:** Massey Staff with Emotional Support and Companion animals, Disability Assistance or Working Dogs must:
 - a. Complete the animal risk assessment and access form.
 - b. Submit the completed form for review and approval before campus access.
- 3. Risk assessment and approval**
 - a. The animal risk assessment and access form covers what areas of the University the

student, staff member or visitor seeks to access, emergency response requirements, vaccination records, the welfare of the animal and any cultural considerations. This assessment must be completed prior to the animal accessing any campus and is to be signed off by a Campus Occupational Health and Safety Advisor. This assessment must be reviewed on an annual basis to check the plan is appropriate and access requirements remain.

- b. Final permission is to be granted by a person's Head of School/Department, or SLT member if required, or where an event with animals is planned, the event manager/organiser. It will consider the need, animal assessment form and feedback of students / staff who are also working in the area.

4. Exemptions

Permission for animals to be on campus is not required in the following situations.

- a) Animals which are used for teaching and research with appropriate Massey University Animal Ethics approval and management practices are in place.
- b) Animals which are used for teaching, farm, dairy and other activities related to the commercial enterprise of the university not covered by point (a)
- c) Animals who are patients of the Veterinary Teaching Hospital, Companion Animal Hospital, Equine Veterinary Clinic, Farm Services Clinic, and Wildbase.
- d) Exemptions to this procedure can only be given by the Director OHS&W and the appropriate PVC/DVC or other SLT member that the animal owner reports through to.

5. Behaviour of animals accessing the University:

- a) Owners must ensure animals behave appropriately and do not cause injury, endangerment, intimidation, or distress.
- b) Owners must comply with any directions issued by Occupational Health, Safety & Wellbeing (OHS&W), Security, or Estates teams.
- c) Owners are responsible for managing toileting arrangements including removing all animal faecal matter from campus.
- d) If an animal is found unaccompanied, unleashed, or non-compliant with this procedure:
 - Security may arrange collection by the local dog pound or SPCA.
 - All associated costs will be at the owner's expense.

Definitions

Disability assistance dog: means a dog certified by 1 of the following organisations as being a dog trained to assist (or as being a dog in training to assist) a person with a disability

- a) Hearing Dogs for Deaf People New Zealand:
- b) Mobility Assistance Dogs Trust:
- c) New Zealand Epilepsy Assist Dogs Trust:
- d) Royal New Zealand Foundation of the Blind:
- e) Top Dog Companion Trust:
- f) **Hearing** Dogs for Deaf People New Zealand
- g) an organisation specified in the Dog Control Act 1996

Emotional Support Animals: An emotional support animal (ESA) is a pet that provides comfort and companionship to people with mental health or psychiatric disabilities. ESAs can help reduce feelings of isolation and loneliness, which can trigger anxiety disorders.

Companion Animals: A companion animal is a domesticated or tamed animal that is kept as a pet and cared for by a human. Companion animals can include cats, dogs, rabbits, birds, and guinea pigs. Like ESAs, companion animals can help with mental and physical health issues and can help reduce anxiety disorders.

Working dogs: Working dogs are dogs used for driving or herding stock, service, pest control or dogs employed by the Police or other Government agencies. Working dogs must be registered with the local city council.

Related documents

Relevant Legislation

- Dog Control Act 1996
- Human Rights Act 1993
- Health and Safety at Work Act
- Human Rights Act

Legal Compliance

- Local Council Bylaws
- Campus Security Standard Operating Procedures

Purpose:

This assessment is required to be completed prior to any animal accessing site. It seeks to understand the access requirements, potential risks and outline conditions of access to ensure the health and safety of staff and students at the University.

Scope

Staff and students who wish to have an animal present on campus.

Name:	
Staff / Student ID	
Programme of study (if applicable)	
Campus location (and room number if applicable)	
Proposed time / days on campus	
Department	
1	Assessment
What category are you seeking approval for? 1. Disability assistance dog 2. Emotional support animal (staff only) 3. Companion animal (staff only) 4. Working dog (staff only)	(Details of animal – age. A copy of dog registration required)
What areas of the University are you seeking to access and how often?	(Please outline all areas of the University you will be studying in / accessing)
Vaccinations your animal currently has:	
What are the risks / concerns to be considered?	
Are there any reasonable modifications that could be considered?	

What are the welfare arrangements for the animal while on campus?	(Consider: Hygiene, breaks, water, waste disposal)
What cultural considerations might need to be considered?	
In an emergency situation what support might you need?	

2	Assessment
Based on the assessment and risks identified, if access endorsed and conditions of access: (To be completed by Occupational Health, Safety & Wellbeing)	

3	Photo of animal
(Used for Security and if Emergency assistance is needed)	

Note: This assessment must be reviewed on an annual basis to ensure that the appropriate support and access is provided.

4	Approvals	Date
	Occupational Health, Safety & Wellbeing	
	Security / Estates	
	Head of School / Department	