

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR WORKSITE SECURITY

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE	4
3. SCOPE	4
4. TERMS AND DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	4
6. PROCEDURES	5
6.1. Site Personnel Security	5
6.2. Visitor and Contractor Security	5
6.3. Site Security Precautions	6
6.4. Unlawful Entry	6
6.5. Confronting an Unlawful Entrant or Trespasser	6
6.6. Post Unlawful Entry Review	6
6.7. Protesters	7
6.8. Suspicious Behaviours	7
6.9. Security of Storage Facilities	7
6.10. Site Security Inspections	8
6.11. Handling of Suspicious Mail	8
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	8
8. REVIEW CRITERIA	9
9. RECORD MANAGEMENT	9
10. REFERENCES	9

1. APPROVAL

Document Control			
Document:	HSEQ-MP-122 – Worksite Security		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position
<p>This procedure is reviewed to ensure its continuing relevance to the risks it describes that it describes. A record of contextual additions or omissions shall be maintained.</p>			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To enable security precautions	Original
<p>The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.</p>			
Document Title:	Worksite Security		Rev: 1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date

2. PURPOSE

The purpose of this procedure is to provide guidance and direction to management, workers and other related stakeholders to:

- Enable all parties to gain an understanding of the security precautions taken on site.
- Ensure the adherence to all site security procedures, thus increasing security strength.
- Ensure non bona fide persons are not provided access to the site by ensuring site gates are always closed securely. (Any personnel parking or standing adjacent to the worksite should be reported immediately to management)
- Ensure non bona fide persons are questioned on site to the nature of the

3. SCOPE

This procedure applies to all aspects and activities of **Insert Your Company** and has been designed to reflect the security system of **Insert Your Company**. **Insert Your Company** normal operating hours are from 8am to 5pm, Monday to Friday excluding public holidays, however construction projects may require the introduction of a 24-hour roster.

4. TERMS AND DEFINITIONS

Term	Definition
Worker	Any person, whether a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience.

5. RESPONSIBILITIES

Management are responsible for:

- Development and implementation of site security systems, processes and procedures.

Supervisors are responsible for:

- Ensuring that all persons observed on site are complying with this procedure.
- Questioning all unidentified persons observed at, or in the direct immediate area of, the worksite.

Office Administration Personnel are responsible for:

- Ensuring that all visitors are directed to the appropriate **Insert Your Company** personnel and ensure unescorted visitors do not **pass the front reception area of the worksite.**