SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR WORKSITE SECURITY

Insert Your Company Logo

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1. APPROVAL

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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
- Ensure the adherence to all site security procedures, thus increasing security strength.
- Ensure non bona fide persons are not provided access to site ensuring site gates are always closed securely. (Any personnel parking or djacent to the worksite should be reported immediately to manage
- Ensure non bona fide persons are questioned on site as to the no

3. **SCOPE**

Your Q This procedure applies to all aspects and activ and has been designed to reflect the security system

NOW AND CET day to Friday Insert Your Company normal operating hou excluding public holidays, however pr require the introduction of a 24-hour roster.

4. TERMS AND DEFINIT

Term Defin Worker

actor or sub-contractor, an employee b-contractor, an employee of a labour who has been assigned to work, an rainee or a student gaining work experience.

ROLF ONSIBILITIES

ment and implementation of site security systems, processes

ponsible for: qu2

- at all persons observed on site are complying with this procedure.
- Questaning 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.

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