SAFETY MANAGEMENT PROCEDURE
FOR
WORKSITE SECURITY

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1. APPROVAL
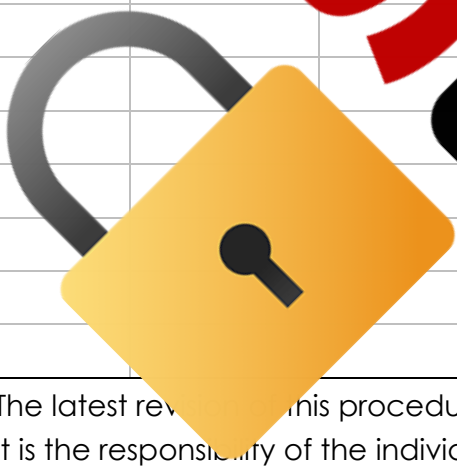
Document Control			
Document:	HSEQ-MP-122 – Worksite Security		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	**Position:**	Insert Position
Reviewed By:	Insert Person	**Position:**	Insert Position
Approved By:	Insert Person	**Position:**	Insert Position

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below.

Amendment Record				
Version	**Date**	**Context**	**Section**	**Summary of Amendments**
1.0	Insert Date	To enable security precautions	All	Original

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'.

Document Title:	Worksite Security			**Rev:**	1.0
Uncontrolled Copy:	✔	**Controlled Copy:**	✔	**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 site, ensuring site gates are always closed securely. (Any personnel parking or entering adjacent to the worksite should be reported immediately to management.)
- Ensure non bona fide persons are questioned on site as to the nature of their visit.

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 00c to 6.o Monday to Friday excluding public holidays, however projects procedures may require the introduction of a 24-hour roster.

4. TERMS AND DEFINITIONS

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

5. ROLES AND RESPONSIBILITIES

... responsible for:

- ...ment and implementation of site security systems, processes

Supervisors responsible for:

- Ensure 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.