

[insert organisation name/logo]

SAMPLE Premises and Property Security Procedure

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1. Overview of the Procedure

[insert organisation name] is committed to providing a safe and secure work environment for all staff and visitors, which will be achieved by complying with current state and federal legislation and work health and safety regulations.

All staff are expected to follow guidance provided in this procedure so that all reasonable steps are taken to ensure the security of staff, visitors and/ or personal property.

This procedure should be read with the Work Health and Safety Policy and the Employee Induction Procedure.

2. Considerations

[insert organisation name] ensures the safety and security of staff and visitors by implementing a variety of security measures.

[if the service has a monitored alarm system]

The office has a monitored alarm system. The alarm system is monitored by [name of company] with the nominated staff contact (outside of office hours) are: [names of staff members].

3. Procedure Steps

3.1 Entry to [insert organisation name] Premises

Visitors

All visitors to the organisation may gain entry to the office building via [state how, e.g. an intercom system at the front of the office]. Authorised visitors will be permitted entry via [insert the process].

All visitors to are to complete the sign in register located [insert location] when arriving at the premises. Visitors are required to sign out before leaving the the premises.

Staff

The office is located in a building that allows pedestrian access for staff with a [insert type of key, eg swipe security key], at the front door. Staff are expected to lock the office door [state when, eg after 5.00pm, each time they arrive/leave the office].

Staff gain entrance to the car park via **[state how, e.g. a security remote device (automatic gate opener) supplied to authorised staff]**. Staff are provided with and instructed in the use of building entry keys as part of the orientation and induction processes.

[if alarm system is used] staff will be provided with the security alarm code and instructed in how to unarm/arm the device for occasions when they are first to arrive or last to depart the premises.

Staff are advised to lock car doors and windows when entering or departing the security car park for their safety.

3.2 Exit from Premises

The last member of staff to leave the premises each evening is to **[state process, e.g. check that the Board room is locked and alarmed, turn off all the office lights, set the alarm at the front door and to key lock and bolt the front door]**.

The **[insert position]** is to be informed of and approve work after hours or on weekends.

3.3 In the Event of an Emergency or a Fire Drill

All staff and visitors follow instructions/ procedures given by the nominated fire warden and/ or CEO/Manager during security/ fire drills or during an emergency situation. Refer to the Responding to Specific Emergency and Disaster Situation Procedure for details on evacuation from the organisations premises.

Staff members ensure that visitors are escorted to the evacuation point.

3.4 Theft or Damage to Property or Premises

Staff are provided with a key lockable drawer or cabinet in which to keep valuables.

In the event of damage or theft of personal property staff and visitors inform the **[insert position]** who will identify and take further action, such as contacting the police.

Any theft or damage to the premises or property is reported to the CEO/Manager who will identify and take further action, such as contacting the police and/ or insurance company.