



Building Security

Category: Physical Resource Management

Policy and Procedure

POLICY

BCH will ensure that adequate security arrangements are provided and monitored at all of its service venues.

The following procedures provide the guidelines and responsibilities for both management and staff in ensuring that such security arrangements exist in an effective manner.

RATIONALE

This policy sets out the guidelines for BCH security arrangements.

SCOPE

This policy applies to all staff members of BCH and contractors.

RESPONSIBILITIES

Responsibility for security arrangements at any of the Organisation's sites is the shared responsibility of all staff members however the final responsibility lies with the Chief Executive Officer.

PROCEDURES

Building Security

- All staff are to be issued with keys/fobs/codes/cards and instructed how to activate and deactivate the security system at their worksite by the staff member responsible for induction on that site. The contact number for the security company will be held at each Reception area. All keys and fobs are to be signed for and returned on termination of employment
- Keys/fobs etc. should not have identification on them that relate to BCH as this could cause a security risk if keys are lost/stolen.
- The first staff member to enter sites will be responsible for deactivating the security systems. The last staff member to leave the site is responsible for securing the building and activating the alarm system.
- There are to be at least 2 people on site at all times during business hours. In the event that a situation arises that there will be only one person left working within a service venue that person is to secure the building by locking all external doors and notifying the CEO immediately.
- If Staff attend Aprotch, Sebastopol or Sturt Street sites out of hours, they must ring Sectrol to let them know that they are in attendance and advise Sectrol how long they will be at the site. This is to be done regardless of how long the staff member is attending. Coinda has different security procedures due to

the fact that the building is controlled by the City of Ballarat. Coinda staff will need to follow procedures for that building as outlined by the City of Ballarat.



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- Reception staff at each site will need to notify the Corporate Services Manager, Site Security contact officer and Sectrol of all out of hours group activities in writing at each time there is a change in out of hour bookings.
- Security systems will be installed at each service venue and it will be the responsibility of all staff members on site to ensure that these systems are activated and deactivated when necessary.
- The Corporate Services Manager will be responsible for arrangements involving the installation, modification and monitoring of security systems, advising the security company of after hours contact numbers and assessing the effectiveness of such systems.

Staff Safety

- BCH places a high value on staff safety and therefore has conducted Risk Assessments on the various activities in which staff may be involved and also the environments in which they work
- Each site has duress alarms which staff should carry in environments where there is a perceived risk to staff. Duress buttons and their use should be outlined and explained at each staff members induction and used with Team Leaders guidance and occupational and safety guidelines.

ASSOCIATED DOCUMENTS

- BCH Critical Incident Debriefing Arrangements Policy
- BCH Violence and Aggression Policy
- BCH Site Evacuation Plan

POLICY HISTORY

Adapted From	BCH Security
Distribution:	
Authorised by:	Chief Executive Officer
Policy Legislative Base	
Related Policies	
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