

	<b>ACCESS CONTROL AND PHYSICAL SECURITY</b>	<b>Document No:</b>	<b>WHS-PRO-038</b>
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<b>Authorising Officer:</b> Business Manager, General Secretariat			

## 1. Purpose

The purpose of this procedure is to ensure that there are processes in place to prevent unauthorised access to ACBC controlled workplaces.

## 2. Scope

This procedure applies to all ACBC Agencies. It covers all workers, including contractors, volunteers and visitors at ACBC and ACBC controlled premises.

## 3. Related Documents

[ACBC Work Health & Safety Policy](#)

[WHS-PRO-020 Emergency Procedures](#)

Australian Capital Territory : Work Health and Safety Act 2011

New South Wales : Work Health and Safety Act 2011

Northern Territory : Work Health and Safety (National Uniform Legislation) Act 2011

Queensland : Work Health and Safety Act 2011

South Australia : Work Health and Safety Act 2012

Tasmania : Work Health and Safety Act 2012

Victoria : Occupational Health and Safety Act 2004

Western Australia : Occupational Safety and Health Act 1984

## 4. Definitions

### Health and Safety Representative (HSR)

A Health and Safety Representative nominated and elected by employees at a workplace in accordance with the relevant State or Territory legislation.

### Supervisor

The Supervisor is a Bishop, Priest, Agency Head, Director, Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

### Building Security Manager

For the purpose of this procedure, the Building Security Manager is the person within an Agency who is responsible for managing the physical security of the building.

Site	Building Security Manager
Braddon Precinct: Dougherty Centre Gilroy House McGilvray House Favier House	Facilities and Maintenance Manager
Caritas	Manager Administration and Contracts
National Catholic Education Office	Business Manager, St. Patrick's Church

### Authorised Drivers

For the purposes of this document, an authorised driver is a worker whose position within the ACBC entitles them to either full private use or work-related use of a company owned vehicle. An authorised

driver may also include the immediate family members of a worker. An authorised driver also includes a person who in the course of their duties may be required to drive a hire vehicle.

## 5. Responsibilities

### Agency Heads

Agency Heads are responsible for:

- Providing workers with a workplace that is as free as reasonably practicable from the risk of harm or injury;
- Ensuring that processes are in place for maintaining the physical security of workplaces under their management or control; and
- Assign responsibility for the physical security of buildings to the appropriate position within their Agency (i.e. the role of building security manager).

### Supervisors

Supervisors are responsible for:

- Implementing procedures that are developed to control unauthorised access to workplaces;
- Investigating any unauthorised access or other identified access issues; and
- Working with HSRs to address any identified access issues.

### Building Security Manager

The Building Security Manager is responsible for:

- Control of master keys;
- Control of access cards;
- Maintaining key/access card registers;
- Liaising with security companies;
- Investigating any unauthorised access or other identified access issues ; and
- Working with HSRs to address any identified access issues.

### Health and Safety Representative (HSR)

The Health and Safety Representative (where appointed) should:

- Alert their supervisor of any hazards to health and safety in the workplace; and
- Assist Supervisors to address any access control issues.

### Workers, Contractors, Volunteers and Visitors

Workers, Contractors, Volunteers and Visitors should:

- Comply with access control procedures in workplaces; and
- Report any access issues to their Supervisor.

### Employment Relations Advisor (Office for Employment Relations)

- The Employment Relations Advisor will provide advice on addressing access control issues

## 6. Physical Security of Buildings

### Doors and Windows

External doors (including emergency exit doors), security doors and windows must be regularly inspected to ensure that they close securely and that all locks are in order. A formal check can be carried out during Workplace Safety Inspections (WHS-PRO-017). Workers must report faulty doors, windows and locks to the Building Security Manager or their Supervisor. The Building Security

Manager must arrange for repairs to be completed as soon as possible. If there are signs of a forced entry, the Building Manager must report it to the Police and to the building insurance company.

### **Locks, Keys, Access Cards**

Locks and locking devices (electronic locks) must be regularly inspected to ensure that they are in good working order. Formal inspections can be carried out during Workplace Safety Inspections (WHS-PRO-017).

Workers must report faulty locks or locking devices to the Building Security Manager or their Supervisor.

The Building Security Manager must organise repairs to be completed as soon as possible.

The Building Security Manager must maintain a register of people who have keys or access cards to the building. The register should contain the following information:

- Name of person
- Area (which door the key/access card unlocks)
- Type of key (master, copy, access card)
- Date issued
- Date returned

All keys and access cards must be stored in a safe location which prevents unauthorised access to them.

Lost keys or access cards must be reported to the Building Security Manager, who will take appropriate action (e.g. organise changing locks or disable access cards etc.).

All keys and access cards must be returned when a worker, contractor or volunteer ceases to work with an Agency. Refer to [HR040 Termination Checklist](#).

### **Access codes**

Access codes are to be issued by the Building Security Manager.

The Building Security Manager must maintain a register of people who have been issued access codes. The register should contain the following information:

- Name of person
- Area (which door the access code unlocks)
- Date issued
- Date disabled

Access codes must not be shared with or divulged to those who do not have authorised entry into buildings.

Access codes should be changed regularly to minimise the risk of unauthorised entry.

### **Security Systems**

The Building Security Manager is responsible for checking that any security system installed in the building is functioning properly.

The Building Security Manager is also responsible for maintaining a register of workers that have been authorised and trained to arm or disarm the security system.

If the security alarm is activated, the Building Security Manager or another designated contact person is responsible for liaising with the security company to determine any action to be taken.

## **7. Entering and Exiting Buildings**

Entry into workplaces should be controlled to ensure that the risk of unauthorised access is minimised. Controls include preventing access by:

- Keeping entrance doors locked and installing a doorbell
- Installing an intercom system to control access
- Installing a door camera to enable workers to see who is at the door

- Allowing entry by appointment only
- Having a reception area which is locked off from the main work area

Access to the workplace by workers, volunteers, contractors and visitors may be recorded by several methods including:

- A sign in/sign out log book or electronic equivalent;
- Access cards (which record presence automatically); or
- A telephone call, text or voice message to inform of absence from the workplace.
- Entries in a shared electronic calendar

### **Workers and Volunteers**

Workers and volunteers with the appropriate level of authority who have been given keys, access codes or access cards may enter ACBC buildings.

Agencies may designate a worker(s) who can open up buildings at the start of a working day and shut down buildings after standard working hours. This may involve arming or disarming any alarm or security system that may be in place.

### **Visitors**

Visitors are the responsibility of those whom they are visiting at the workplace. Visitors must follow the access requirements of that workplace, whether it is reporting to reception, signing in/out, being issued with a visitor access card.

### **Contractors**

The person who has engaged a contractor is responsible for arranging access requirements for the contractor. This includes:

- Informing contractors of access requirements (e.g. sign in/sign out);
- Providing temporary access to contractors;
- Checking that all contractors have left the building at completion of workday;
- Checking that the building is locked at completion of workday; and
- Retrieving all keys and access cards from contractors when they have completed works.

## **8. Working outside standard working hours**

There may be occasions when workers are required to work in ACBC controlled premises outside normal working hours (e.g. after hours or weekends).

If working outside standard working hours, workers and volunteers must:

- Obtain permission from their supervisor to work outside standard working hours;
- Seek information from the Building Security Manager on how to open up/shut down the building including arming/disarming the security system;
- Be aware of intruder alert procedures for the building; and
- Be aware of emergency contact numbers for out of hours work.

When working out of hours it is a good practice to maintain contact with Next of Kin or other appropriate person to inform them of location and expected time of return home and to arrange a call when leaving the workplace.

## **9. Access to Motor Vehicles**

An Authorised Driver of an ACBC provided vehicle will be responsible for the security of that vehicle and for their own security while they are using that vehicle.

An authorised driver must:

- Manage and control access to their vehicle (i.e. keep the key in a secure location, and only lend the vehicle to another authorised driver);
- Lock the vehicle when it is unoccupied or unattended;

- Take valuable items out of the vehicle when it is left unattended, or lock them out of sight (i.e. in boot of vehicle); and
- Park in secure, well-lit areas.

If the vehicle is a pool vehicle, the Agency must implement a system for booking use of the vehicle.

- This should include a register of use which notes the date,
- the name of the driver,
- the time out and return time of the vehicle,
- the purpose for use and
- notifications (e.g. damage, service requirements etc.).

## 10. External Areas and Car Parks

The Building Security Manager must inspect external areas regularly to ensure that:

- Grounds are free from excess flammable materials such as timber, rubbish, paper, debris;
- Areas beneath buildings are secured and free from excess flammable materials;
- Bins/wheelie bins are locked or stored in a secured area after hours;
- Trees and foliage near building windows are regularly pruned;
- Ladders, external stairways and manholes are secured to restrict access to roofs;
- Boundary fences and gates are free from wear or damage;
- Automatic or manual security lights are in operation;
- All emergency exit pathways are free from obstructions;
- Roofs and gutters are free from overhanging trees; and
- Tree branches are located away from power lines

Agencies that have control of a car parking area will be responsible for maintaining the security of their own car parking area. This should include:

- Adequate lighting;
- Control of vegetation to enable clear sight lines from the building and from roads or pathways;
- Maintenance of any barriers or access control systems to car parks; and
- Maintenance of car park surface, signage and line marking (if required).

The Agency Head may designate parking areas to specific roles.

An Agency may provide designated parking spaces for ACBC provided vehicles and pool cars.

## 11. Breaches of Building Security

In the event of a security breach, refer to the Emergency Management Procedures for that building ([WHS-PRO-020 Emergency Procedures](#)).

## 13. Records

Key Registers  
 Access Card Registers  
 Alarm System Registers  
 Sign in/ Sign out books  
 Register of Pool Vehicle Use