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Project Site Work Security Procedure

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Project Site Work Security Procedure

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Project Site Work Security Procedure

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Project Site Work Security Procedure

1.0 PURPOSE

The purpose of this Procedure is to ensure, as far as practicable, the security of all assets, material and equipment belonging to the Project (Customer, Contractor, Subcontractor, Other Third Parties). This includes the arrangements to prevent unauthorized access to site, procedures for checking vehicles entering and exiting site and the requirements for security assistance in fire prevention and emergency response.

The security requirements are also there to protect the public from entering so that they are not exposed to any un-necessary risks that could cause them harm.

Other security plans for high security establishments may require a high level of engagement, and more stringent controls.

2.0 SCOPE

The scope of this procedure applies to all works performed under all Government Construction Contracts executed throughout the Kingdom of Saudi Arabia.

3.0 DEFINITIONS

Definitions	Description
STARRT	Safe Task Analysis and Risk Reduction Talk
JHA	Job Hazard Analysis
WMS	Work Method Statements
PPE	Personal Protective Equipment

4.0 REFERENCES

N/A

5.0 RESPONSIBILITIES

5.1 Project Manager

The Project Manager for the Project, is responsible for ensuring the resources and arrangements are available for the implementation and management of this procedure.

5.2 Site Manager

Project Site Manager has overall responsibility for maintaining the security of the site. Site security staff shall report directly to the Contractor.

5.3 Security Guard Supervisor

The security guard supervisor shall be responsible to implement the shift roster, and any changes to security procedures and training.

5.4 Security Patrolman

Is responsible for:

- Checks to all site assets during regular patrols and for recording start and finish of each patrol.
- Performing operations on each round as specified by Contractor Management.



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5.5 Security Gate Guard

A gate security guard shall:

- Direct the fire department or other government department to an incident, follow emergency plan and procedures.
- Alert Contractor Management during an emergency or incident; contain all other personnel not associated with the site (the media and interested public officials), to the information center or place of safety, allowing Contractor Management to release information.
- Check all personnel exiting the site and prevent unauthorized entry.
- Maintain database of active, inactive and lost ID (identification) pass for screening their unauthorized use.
- Implement Visitors ID procedure as described in Section 8.2.
- Implement vehicle access and egress as described in Section 8.5.

5.6 Duty Guards

- Reporting for Duty.
- Security Guards shall report for duty at all times specified by Contractor Management.
- Sickness or other absence shall be reported before a change of shift occurs.
- Security Guards shall remain on duty until end of shift or until next shift personnel are on duty whichever the latest is.
- A "relief" Security Guards shall be provided to cover breaks.
- Follow all required Security duties (Rosters) and Procedures.

6.0 RISK ASSESSMENT

An integral aspect of the work planning process is the performance of a proper Risk Assessment. Risk Assessments must be conducted at the Planning Stage to identify the hazard risks associated with Security on site and determine control measures.

The Risk Assessments that shall be conducted at the Planning Stage are as follows:

- Project Risk Assessment.
- Work Method Statements (WMS)
- Job Hazard Analysis (JHA).
- Safety Task Analysis and Risk Reduction Talk (STARTR).

If circumstances change by way of the environment, or any other additional hazards are now present, a new STARTR brief shall occur.

The Hierarchy of control shall be used to reduce the likelihood of an incident occurring.

- **Elimination** (Remove the Hazard)
- **Substitution/Isolation** (Replacing material, process or hazard with a lower risk one/separate people from the hazard (such as suitable guarding, distance, etc.)
- **Engineering Controls** (Redesign or replacement of plant and equipment)
- **Administration Controls** (Procedures, training, signage)
- **PPE** - Personal Protective Equipment

No work is to commence until the above has been implemented and signed by the relevant Supervisor in charge.



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7.0 REQUIREMENTS

7.1 Overall Site Security

Contractor will provide security at the job site through a combination of staffing, infrastructure and procedures. Contractor will ensure:

- Provision of security personnel 24 hours a day 7 days a week. Sufficient to provide access control, perimeter/site patrols, and coverage during shift changeover.
- Contractor shall provide security for personnel, plant and equipment.
- All staff are aware of the security requirements of the jobsite through the initial jobsite orientation training (refreshed as changes in policies or procedures dictate).
- Provision and maintenance of site fencing and associated gates (in accordance with security and safety directives)
- Perimeter floodlighting is installed and is functional.
- Security signage, warning systems to raise alarms and communicate with Site and Project Management.
- Consideration of security aspects in laying out temporary and permanent facilities (which shall include but not be limited to) the use of barriers etc. to prevent perimeter fence penetration from vehicles used as an act of terrorism or threat.
- Unauthorized persons will not be allowed to enter the site.
- Review, update and audit resources, infrastructure and procedures as required.

7.2 Security Guards

All Security Guards shall be competent and trained. Detailed duties and coverage by guards are described below:

- Represent Company - it is essential that guards display courtesy and present a business-like appearance.
- Enforce rules and regulations (as amended); be firm, calm, and courteous in enforcing the rules adopted by the management.
- Have knowledge of the jobsite, material storage areas, offices, exit points and muster stations.
- Security Guards shall receive training to operate fire protection devices during emergency "First Line" defense.
- Security Guards shall provide security to the jobsite, monitor / control personnel and vehicle access / egress, provide accurate records.
- Security Guards shall have a direct contact to the local enforcement authorities for potential use in emergencies.

8.0 SITE ACCESS CONTROL

8.1 Site Admittance

The following shall apply:

- Erection of temporary fences to enclose restricted areas and where applicable, separate existing operational facilities from site construction activities.
- No one shall be allowed to enter site and office areas unless they show valid identification or unless they are escorted by project personnel.
- All craft personnel and visitors shall be issued with a temporary pass which must be displayed at all times in order to enter and remain on site and office areas.
- Security station to be established adjacent to main gate and areas of potential unauthorized access.
- Provision of adequate, continuous and effective guard force on the site perimeters, at access points and where applicable at vital and hazardous internal areas.

8.2 Personnel Identification Card



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All personnel shall be issued with an identification card. Each Identification card shall as a minimum include.

- Photograph.
- Full Name.
- Job Title.
- Passport or Iqama number.
- ID Card Issue Date.
- ID Card Expiry Date.
- ID Number.

ID Cards shall be issued in dual language (English and Arabic). ID validation shall not exceed validity of the person's governmental identification (passport/iqama) expiry date. ID Cards shall be visible at all times while at the jobsite. ID Card Status list shall be maintained and status changes must be submitted to the Security Team whenever a new employee begins work, or an employee is terminated.

8.3 Visitors Identification Card

All visitors must report to the Security Station, where all visitors shall be issued a temporary ID Card, and each person shall sign the visitor's Gate Pass Log.

At entry to site the security guard shall ask for the following information:

- To request Identification.
- To request visitor's signature in the visitor's Gate Pass Log.
- To request the name of the person that the visitor wishes to visit.
- To notify (by telephone/radio) the person that the visitor wishes to meet to determine if that person is available.
- To check current visitor listing to determine if the visitor will be allowed on the site without escort.
- To issue visitor's pass.
- To issue minimum PPE (safety helmet, hi visibility vest) as required.
- If unescorted visitor, direct the visitor to the Site office. If visitors are to be escorted they must wait the security station until escort arrives.

When the visitor returns to the security station to leave, the guard shall proceed the following:

- Log time out on Visitor's Gate Pass Log.
- Recover Visitor's Pass
- Recover any issued PPE

At the end of the normal working day, the guard shall determine if any visitor is still on the site.

8.4 Control of Identification Cards

Contractor shall implement a method to control and audit the issuing of all ID cards (Staff and Visitors) including expired or lost cards.

Contractor shall implement a system of tracking lost or stolen cards. No employee is to have more than one card. If they have reported a lost or stolen card, a new one shall be issued with a new ID number and the old one cancelled.

8.5 Identification of Vehicles

- Vehicles accessing the jobsite shall be kept to a minimum and limited to deliveries and essential personnel only.
- Vehicles requiring site access will require a vehicle pass.
- Applications for vehicle passes shall be made prior to entry.
- Delivery vehicles shall have prior authorization to enter the jobsite.



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9.0 GATE CLEARANCE

9.1 Site Access for Personnel

- Gate security guards shall check and record the ID card identification of all persons entering the job site.
- Visitors to the site will remain under security control until issue of a visitors pass.
- Visitors shall be accompanied by Contractor staff.

9.2 Site Access for Vehicles

- Security guards shall compare the vehicle identification number with vehicle pass application details prior to providing site access pass.
- All vehicles requiring site access shall be searched internally and externally including engine compartment, storage areas and undercarriage inspection. Hand luggage, parcels and bags shall be inspected.
- Driver's shall have visitor passes.
- Deliveries shall be made to the laydown area to limit the number of vehicles entering the construction area.
- Security staff shall provide drivers with the route to be taken on site, speed and parking location and restrictions.

9.3 Site Egress

- The removal of all goods from the jobsite shall require a material pass (see Attachment 2 - Material Gate Pass Sample Template) signed by an authorized person and handed to security.
- Persons entering or leaving the jobsite maybe subject to search.
- Contractor reserve the right to deny admission to the jobsite to any person refusing to comply with such requests or any other regulations.
- Personal equipment must be registered with site security.

9.4 Sub-Contractors Additional Responsibilities

- Contractor agreement shall be required if Subcontractors require additional fencing of their work site perimeters.
- Subcontractors are fully responsible for security of their assigned work areas.
- Subcontractor's vehicular park area shall be designated by Contractor.

10.0 EMERGENCIES

Coping with emergencies, such as accidents, fires, sabotage, strikes, riot, or climatic disasters, shall be agreed with the coordination of owner and the government or local authorities.

An emergency procedure for contacting owner, government / local authorities shall be established that shall include:

- Priority names and telephone numbers.
- Authorities to be contacted in case of emergency.

10.1 Explosive Device Threats and Suspect Items

Explosive threats or similar terrorist acts can be delivered in a variety of ways including; verbally, by telephone, by letter, through the mail system, through a third party or by email.



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All explosive threats or other threats of terrorist acts shall be taken seriously until such times as they have been fully evaluated. A written record of all or any such threats shall be maintained.

Anybody receiving such a terrorist treat should try to stay calm and listen carefully.

Immediately after receiving the threat brief written notes of any verbal threats should be taken down, after this brief notation the site Manager or his delegate should be informed immediately.

The Site Manager should instruct his staff to take any immediate action deemed necessary to protect staff and equipment and then inform the Client Project Manager or other member of the Client Senior Project Staff.

The Site Manager or his designate should order an evacuation if deemed necessary, ensuring that all staff and visitors are accounted for. Evaluation of communicated explosive threats shall be undertaken in a systematic manner.

Explosive and other such terrorist devices can be constructed to look like almost anything and can be placed in any number of ways. Items suspected of being explosive or other terrorist devices shall only be approached by special trained personnel.

11.0 PHOTOGRAPHS

- No photographs shall be taken without written permission from Contractor. Contractor will develop an authorization form and the individual must carry this with them at all times whilst on Project.
- No camera shall be allowed on the jobsite without written permission of Contractor.

12.0 REPORTING

- Guards shall report all conditions that require attention immediately. (Attachment 4 Daily Report Record Sheet Sample Template)
- Guards shall complete by end of shift a daily report. (Attachment 4 Daily Report Record Sheet Sample Template)
- In the event of incidents outside of the scope of the daily report (Attachment 3 Security Incident Report Sample Template) shall be completed detailing the nature of the incident, who was involved, when it happened, and suggested countermeasures.

13.0 ATTACHMENTS

1. EPM-KSJ-TP-000001 - Visitor Gate Pass Log Template
2. EPM-KSJ-TP-000002 - Material Gate Pass Template
3. EPM-KSJ-TP-000003 - Security Incident Report Template
4. EPM-KSJ-TP-000004 - Daily Report Record Sheet Template



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Attachment 1 - EPM-KSJ-TP-000001 - Visitor Gate Pass Log Template

No.	Time Date	Web #	Visitor ID #	Temp. Card	Company Name	Purpose of Visit	Visitor's Company	Name
1								
2								
3								
4								
5								
6								
7								
8								
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10								
11								
12								
13								
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Attachment 2 - EPM-KSJ-TP-000002 - Material Gate Pass Template

(Entry or Exit)

Date: _____
Carrier Name: _____
Company Name: _____

Driver Name: _____
Driver ID Name: _____
Delivery to: _____
Delivery From: _____
Vehicle Plate No: _____

Items Carried	Quantity	Owned by

Requested by: _____

Approved by: _____

Authorized Signature

(Signature of Company Representative)



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Attachment 3 - EPM-KSJ-TP-000003 - Security Incident Report Template

To: Administration Manager
From: Security Supervisor
Cc: HSSE Manager

Description of Incident

Date: _____

Time: _____

Location: _____

Property: _____

Persons Involved: _____

Witness Statements:

Suggested Actions:

Date _____

Guard Signature _____

