## Jobsite Security

1. **Purpose**

The purpose of this procedure is to aid in the prevention of jobsite security related incidents, minimize the risks for injury or illness to employees, and to prevent damage or loss of property.

1. **Security Assessment**

Prior to starting a job, a security assessment must be completed to evaluate the risk of jobsite security incidents. The assessment shall be reviewed and updated as projects, tasks, locations, or personnel change.

Threats to jobsite security can include:

* Injury or illness
* Theft
* Vandalism or destruction of property
* Arson
* Trespassers
* Cyber-attacks
* Collision of vehicles or vehicles striking property or equipment
* Person struck by vehicle
* Accidental or intentional release of hazardous or non-hazardous materials
* Natural disasters

1. **Mitigation of Threats and Hazards**

If threats have been identified in the security assessment, measurements should be taken to minimize jobsite security incidents. These measurements can include but are not limited to:

* Storing and locking all tools, equipment, and jobsite materials. Tools and equipment shall not be left unattended. If tools or equipment cannot be secured, they shall be removed before employees leave the jobsite.
* Machinery should be secured to prevent unauthorized movement.
* Securing hazardous or non-hazardous chemicals and fuels.
* Access controls such as physical barriers, fencing, gates, and locks.
* Providing and requiring I.D. badges for personnel working on jobsite locations.
* Audio or video recording
* Lighting
* Warning signs posted to restrict public access and unauthorized crewmembers.
* Preparation and plan for natural disasters or severe weather.
* Phone numbers for emergency services.
* Ensuring emergency action plans and drills for events are posted and all employees have received training on potential events.

All local, state, and federal safety laws must be adhered to at all times when constructing or implementing security mitigation measures.

1. **Jobsite Security Incidents**

**Employee Duties:**

* All employees shall take immediate action if imminent danger exists to preserve life or property, by stopping work at the site, and if appropriate, calling 911.
* All employees shall immediately notify their supervisor of suspicious activity or a suspected threat. All security incidents shall be reported to company supervisors or management.
* Employees should make reasonable attempts to note the events of the incident including time, date, what happened, who was involved, and tools or equipment impacted by the event.
* Employees shall give written statements and evidence to company supervisors to assist with the incident investigation.

**Management Duties:**

* A competent employee (manager, supervisor, etc) shall conduct an incident investigation after a jobsite security incident.
* Supervisors should reasonably attempt to preserve evidence and restrict access to the jobsite to ensure scene management until all appropiate parties have been notified and the incident investigation data has been gathered.
* The security assessment shall be updated given the changing external conditions and discoveries of the incident investigation. The assessment must take into account corrective actions in the incident investigation to prevent a reoccurrence of the security event.
* Local law enforcement shall be notified at the discretion of company management.
* If an incident occurs on a Client location, the Client shall be notified and included on the incident investigation results.

1. **Jobsite Security Training**

All new employees and transferred employees will be given jobsite security training as outlined by management for that particular job or jobsite. Training shall notify employees:

* Of the known hazards at the jobsite.
* Procedures to identify potential security hazards.
* How to mitigate or avoid security incidents.
* Communicating discovered hazards to supervisors and others at the jobsite.
* Jobsite emergency action plans.
* Actions that need to be taken in the event of a jobsite security incident.

Training shall be provided by a competent person familiar with the jobsite hazards and potential risks. All training shall have written documentation with the instructor name, participant names, date, training topic, and evidence of participant understanding and knowledge.