

BRIEFING 12

# Site Security & Access Control

Controlling who is on site keeps workers safe and protects the public, materials and plant. Everyone must follow the site access rules.

## Access rules

- Enter and leave only through the designated, controlled access point.
- Sign in and out every visit so we know who is on site in an emergency.
- Wear your identification / induction confirmation where required.
- Do not let unauthorised people, including the public, onto the site.
- Visitors and deliveries must report to the site office and be escorted.

## Securing the site

- Keep gates and hoarding closed and secure; never prop open perimeter gates.
- Secure tools, materials and plant at the end of the day; remove keys from plant.
- Lock away anything that could harm a child or trespasser out of hours.

## Your responsibilities

Challenge or report anyone you do not recognise on site. Report damaged fencing, broken locks or signs of intrusion to the site manager immediately.

**STOP & ASK** Never tailgate or let someone follow you through the access point without signing in.