

ABN: 75-121-241-674. EMERGENCY ISSUES 24 hr **0467 341 387**

Security Guard check list:

1. Plastic Security Licence with you. and available for site checks.
2. Carry out set duties for the site, as per training already received.
3. Suitable clothing Black Pants, Shirt & Jacket for the site. Company SECURITY HiVis Security Vest at all times. Must wear Dow Chemical approved PPE at All times. Have Suitable working Torch on you when on patrol.
4. When signed on for duty have personal Items stored away.
5. Never Leave The Site unless another guard has come to replace you and proper hand over has taken place..
6. Breaks: are only aloud onsite in clear view of assets you are protecting.
7. Toilet Breaks is to be onsite. ( You can not leave site)
8. No Social Media, personal texting or Phone calls during your shift.
9. No use clients Computers and or internet for personal use.
10. No work place threats, bullying or sexual harassment. ( instant Dismissible )
11. No Swearing, Bad language, and or racist remarks at any time as your conversation may offend others.
12. NO PERSONAL RELATIONSHIPS AT YOUR PLACE OF EMPLOYMENT. ( Conflict of interest )
13. NO FRATERNISING WITH THE PUBLIC, CUSTOMERS OR EMPLOYEES OF THE SITE.
14. NO SITE VISITS FROM FRIENDS OR RELATIVES.

15. All and any information sighted by the security guard is deemed highly confidential.
16. Video devices to be maintained.
17. Be friendly and informative to drivers at weigh-bridge window and public at all times.
18. No Employee to be effected by alcohol or drugs while on shift. ( instant Dismissible )

**What is Instant Dismissal?** you will be fired (Instant Dismissal) if any of the instances list below: 1. to 8. If found to have happened while on duty.

1. Sleeping on the job will be dealt with extreme measures, charges may be laid if you are found to have committed Minor Indictable Offences.
2. The use of personal entertainment devices, being electronic or other.
3. Any activity that could endanger any other person at a place of work >>>. Section 32 Duty not too recklessly endanger persons at workplaces. This is a new offence under the 2004 OHS Act and applies to everyone - an employer, a worker, a designer, manufacturer, supplier, or installer, even a member of the public.
4. Knowing effected by Covid-19 or knowing had recent contact with an affected person and still attend you're shifting at the worksite.
5. Drug or alcohol use and or the effects of Drug or alcohol before or during you're rostered shift.
6. Intentional Damage and or interference with, any company and or client property.
7. Interfere with any electronic device or video surveillance device that is installed at the workplace, this includes Lone Worker Safety Monitoring devices.
8. Sexual Harassment at a workplace, examples: [NO intermit personal relationships with other](#) guards and or staff at your place of work, No fraternizing, No asking for personal details, Sending by social media or text inappropriate images or text messages. All these will be dealt with as a workplace harassment complaint.

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