



IPS
Industrial Performance Services

ITCS
Industrial Tubular Catalyst Services

JOBSITE SECURITY PROCEDURE

V:2023.1

Jobsite Security Procedure

January 2023

Security Measures at Jobsites

I. Policy

IPS★ITCS policy is to maintain security at each project jobsite and to prevent unauthorized entry to the work area. This action will help prevent loss of tools, equipment, material, and employee personal items.

II. Procedure

A. Security Service

During the proposal preparation period, there shall be an understanding with the client as to who will provide the security (guard) service and whether it will be for working shifts only or around the clock. Should subsequent conditions dictate a change in procedures, the matter should be discussed with the client.

B. Client Provided Site Security

It shall include, at a minimum:

1. Gate guard shall maintain a gate log that will be signed by everyone entering or leaving the plant during working hours.
2. Materials, plant equipment, tools, supplies, construction equipment or containers will not be permitted to leave the plant site unless accompanied by an exit (gate) pass signed by an authorized person.
3. Random search of vehicles entering and leaving the plant site. The construction entrance must be posted to advise all entering or exiting that an inspection may be performed.

C. IPS★ITCS Security

1. IPS★ITCS provided site security should be established on a project basis in accordance with that particular project requirement. The establishment of site security procedure shall be the joint responsibility of IPS★ITCS HSEQT Manager, The Site Supervisor and the Client's Representative.
2. A general Risk Assessment should be performed at the company level to address common risks across job sites. Security should also be addressed at each job site during pre-job meetings/toolbox talks/hazard assessments (JSEAs). Affected employees should be provided an opportunity to participate in risk assessments.
3. IPS★ITCS must ensure employees are trained on policies, procedures and workplace arrangements to prevent security incidents, the appropriate response (including how to obtain assistance) and procedures for reporting, investigating and documenting security incidents. Retraining shall be provided any time these policies or procedures are changed or updated.

4. The following guidelines are recommended:
 - a) Fence in the area(s) as soon as possible at start of major new construction projects.
 - b) Place barricades where needed.
 - c) Place sign(s) visible to all entering and leaving the project stating:

ALL PERSONNEL AND VEHICLES ARE SUBJECT TO INSPECTION ON ENTERING OR LEAVING THE CONSTRUCTION AREA. ONLY AUTHORIZED PERSONNEL ALLOWED TO ENTER PROJECT

- d) Review project site security procedures at the kick-off meeting.
5. Utilize bonded guard service.
6. Post letter outlining requirement of site security procedure for the project on bulletin board.
7. Establish lock-up procedures for all offices, tool trailers, and warehouse areas. Keys are to be assigned and recorded on the security log.
8. Establish liaison with local police authorities prior to startup of project, if necessary.
9. Use cameras where possible

III. Security Orientation

A. During the Site-Specific Safety Orientation the Jobsite Security measures must be discussed with each employee.

B. Additionally, any emergency procedures such as adverse weather conditions should also be covered.

IV. Information Asset Security

Management responsibilities are:

1. Management retains primary responsibility for identifying, classifying, and protecting information and computer assets within the assigned area of management control.
2. Managers are responsible for the education and awareness of all persons reporting to them in regard to the need for data security. It is management's responsibility to advise employees that compliance with this policy and all supporting documentation is mandatory.

V. Post Incident

Security breaches/incidents must be reported immediately. If the incident occurred at a client site, the client host should be notified immediately.

IPS★ITCS must ensure an incident investigation will be completed when a jobsite security incident occurs. The goal of the investigation is to identify root causes and take corrective action to reduce the potential for future incidents.

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By	Employee: _____	Date: _____
	Trainer: _____	Date: _____
	Assessor: _____	Date: _____
	Regional Manager: _____	Date: _____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Sample only.
To be filled in

Risk Assessment

Risk Assessment // insert name here					
Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i> Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit



Process: insert// Procedure: Insert //			Date:	Audited by:
			Location of Audit:	Area Mgr/Supervisor:
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE: / 25		0 – Non-Conformance
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		3 – Continuous Improvement Opportunity
				5 – Total Conformance