

SAFETY, HEALTH AND ENVIRONMENT

Department:
ALL CAMPUSES : Howard College
 : Edgewood
 : Nelson R. Mandela School of Medicine
 : Durban Westville
 : Pietermaritzburg

Standard (STD)
Subject: SECTION : 3.00 - FIRE PROTECTION AND PREVENTION
ELEMENT : 3.08 - SECURITY SYSTEMS

Protocol No	Author	Version No	Date Adopted	Replaces
308/2009	M.Govender/J Frohlich	005	16/09/2011	04/04/2009

Standard applies to: SECURITY SYSTEMS

<p>The main function of Risk Management Services is to contain losses due to pilferage, theft, vandalism and industrial espionage, to employees’ students and visitors, within acceptable limits. In the context of the Health & Safety Programme, however, it is required that security personnel will assist by observing and reporting on violations of the fire protection rules, condition of security fences, campus lighting, unsafe acts and conditions, storage facilities, and vehicle safety campus wide. To this end, Security personnel will be given adequate safety training and will report all deviations through the incident recording system. Consideration will also be given to staff and students exposed to robbery risks when handling money or goods.</p>	
<p>3.08.1 CONTROL OF ENTRY AND EXIT OF PERSONS, VEHICLES, ETC. :</p> <ul style="list-style-type: none"> ● Pedestrians and vehicles will be required to go through controlled access points to premises. ● Records of entry and exits will be kept. ● Access control will be proactively used. 	

<p>3.08.2 SECURITY STAFF REPORTING SYSTEM :</p> <ul style="list-style-type: none"> ● All security staff will be familiar with incident reporting systems and emergency procedures. ● Reports on all incidents including high risks and human errors will be submitted by security staff in writing via the incident reporting system. ● A follow-up system will be available to act upon reports. ● Emergency equipment will be subjected to spot checks by the security staff. ● The security staff will report on waste control, water and electricity being wasted. e.g. lights left on in offices, heater left on at night etc. 	
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<p>3.08.3 S.H.E. TRAINING :</p> <ul style="list-style-type: none"> ● At the least, the shift Officer and the controller, per shift, will be trained in basic SHE standards : <ul style="list-style-type: none"> - Principles. - Risks. - UKZN Standards. - Reporting Requirements. - Contact persons. 	
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DELEGATION OF RESPONSIBILITY: All premises will be divided into specific areas and delegated to the S.H.E. Representatives in writing. Facilities Management is responsible for maintaining this standard.

Approved by (Position)	Date approved	Signature

Circulation List:

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

Staff Member Full name & surname	Designation	Date	Signature