

Standard Operating Procedure (SOP) for Construction Site Security

Purpose

To establish clear guidelines and procedures for the security team to enforce safety, security, and access control at the construction site, ensuring the protection of personnel, equipment, and materials.

Scope

This SOP applies to all security personnel responsible for monitoring and controlling access to the construction site. It outlines the procedures for site entry, surveillance, incident reporting, and emergency response.

Roles and Responsibilities

- **Security Team:**
 - Enforce access control policies.
 - Monitor the site for unauthorized access or suspicious activity.
 - Conduct regular patrols and inspections.
 - Respond to incidents and emergencies.
 - Maintain logs and reports.
- **Site Manager:**
 - Provide the security team with necessary information and updates.
 - Coordinate with the security team for special access or deliveries.
 - Appoint and work with a designated OSH Officer to enforce the Occupational Safety and Health (OSH) policy.
- **OSH Officer:**
 - Support the Site Manager in implementing and enforcing OSH compliance.
 - Oversee safety-related patrols and inspections.
 - Serve as the point of contact for all safety violations and ensure timely corrective action.
 - In the absence of an OSH Officer, the Site Manager or a delegated representative shall assume temporary responsibility for OSH enforcement until a replacement is assigned.
- **Contractors and Workers:**
 - Comply with security protocols and present valid identification when required.
 - Wear appropriate PPE, uniforms, and safety gear at all times.

Access Control Procedures

1. **Site Entry Points:**
 - Designate specific entry and exit points for personnel, vehicles, and deliveries.
 - Ensure all entry points are manned or monitored 24/7.
2. **Identification and Authorization:**
 - All personnel must display valid ID badges issued by the site management.
 - Visitors must sign in at the security checkpoint and provide valid identification.
 - Deliveries must be pre-approved, and drivers must present delivery notes.
3. **PPE and Uniform Compliance:**
 - All employees and contractors must wear **mandatory PPE** (e.g., hard hats, safety boots, high-visibility vests, gloves, etc.) and proper uniforms before entering the site.
 - Security personnel must deny entry to anyone not complying with PPE and uniform requirements.
 - Non-compliant individuals will be directed to rectify the issue before being allowed on-site.
4. **Vehicle Inspection:**
 - Inspect all vehicles entering and exiting the site for unauthorized materials or personnel.
 - Maintain a log of all vehicles, including license plate numbers, driver details, and purpose of visit.
5. **Tool and Equipment Control:**
 - Maintain a register for tools and equipment brought onto or removed from the site.
 - Verify authorization for any equipment leaving the site.
6. **Bag Search and Locker Use:**

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- All employees' bags will be searched at the entry point by security personnel.
- Lockers will be provided at the site. All employees must store personal belongings and mobile phones in their assigned lockers before starting work.
- Only authorized personnel may carry and use phones for work-related purposes.

Surveillance and Patrols

1. **CCTV Monitoring:**
 - Ensure all CCTV cameras are operational and covering critical areas (entry points, storage areas, etc.).
 - Retain footage for a minimum of 30 days.
2. **Regular Patrols:**
 - Conduct scheduled and random patrols of the site, including perimeter checks.
 - Document patrols in the security logbook.
3. **Night Security:**
 - Increase patrol frequency during non-working hours.
 - Ensure all lighting is functional, especially in high-risk areas.
4. **House Monitoring and Loitering Prevention:**
 - Security personnel will be posted to monitor partially completed or under-construction houses.
 - Loitering, misuse, or unauthorized activities within these premises are strictly prohibited.
 - Any violation must be reported and dealt with immediately.

Break Time Procedures

1. **Gate Access During Breaks:**
 - The main gate will remain **closed and secured** during break times to prevent unauthorized access.
 - A designated break area will be provided within the site for employees.
 - Employees are not permitted to leave the site during breaks unless authorized by the site manager.
 - The site office gate shall remain closed at all times when no activities are expected. Materials are to be released based on an approved schedule only.
2. **Re-entry After Breaks:**
 - Employees must present their ID badges and undergo PPE checks again when re-entering the work area after breaks.

Incident Reporting and Response

1. **Unauthorized Access:**
 - Immediately challenge and verify the identity of unauthorized individuals.
 - Escort them off the premises and report the incident to the site manager.
2. **Theft or Vandalism:**
 - Secure the area and notify the site manager and local authorities if necessary.
 - Document the incident with photos, witness statements, and a detailed report.
3. **Emergency Situations:**
 - Follow the site's emergency response plan (e.g., fire, medical emergency, natural disaster).
 - Evacuate personnel if required and contact emergency services.
4. **Whistleblower Protection:**
 - Whistleblowers who report valid security or safety concerns will be rewarded if the claims are verified as true.

Documentation and Record-Keeping

1. **Daily Logs:**
 - Maintain a daily log of all activities, including patrols, incidents, and access control.
2. **Incident Reports:**
 - Complete incident reports for any security breaches, theft, or emergencies.
 - Submit reports to the site manager within 24 hours.
3. **Visitor and Delivery Registers:**
 - Keep accurate records of all visitors and deliveries.

Training and Communication

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1. **Security Team Training:**
 - Provide regular training on access control, emergency response, and use of security equipment.
2. **Communication:**
 - Ensure all security personnel have access to radios or communication devices.
 - Establish a clear chain of command for reporting issues.

Compliance and Audits

1. **Regular Audits:**
 - Conduct periodic audits of security procedures and logs to ensure compliance.
2. **Feedback and Improvement:**
 - Review incidents and feedback to improve security measures.
3. **Key Control and Site Integrity:**
 - Only authorized personnel may be issued keys to site facilities.
 - Unauthorized possession or issuance of keys will result in disciplinary action.
 - Use of under-construction houses as rest areas or storage without written approval is prohibited.
 - Removal of any material from the site without approval will be treated as theft.
4. **Risk Mitigation**
 - Conduct risk assessments during patrols and document any vulnerabilities.
 - Immediately report damaged fencing, broken locks, exposed materials, or unauthorized sheltering.
 - Increase patrol frequency in high-risk areas identified through past incidents.
 - Coordinate with the Site Manager and OSH Officer for implementation of corrective actions.
 - Recommend additional lighting, signage, or barriers where necessary to reduce risk.

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