

Section/Number: Occupational Health and Safety - 007	Approval Date: (DD/MM/YY)
Subject: Building Security	Amendment Dates:
<p>Policy</p> <p>The Senior Administrative Officer (SAO) and/or his/her delegates are responsible for ensuring the security of buildings, facilities, vehicles and mobile equipment.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The SAO and/or his/her delegates are responsible for ensuring that all buildings and facilities are secured when not in use. 2. The SAO and/or his/her delegates are responsible for ensuring that all vehicles and mobile equipment are locked and parked in a secure area. 3. Authorized personnel will be assigned keys as appropriate. <ol style="list-style-type: none"> 3.1. A register will be kept identifying who has been assigned keys and what the keys are for. 4. All keys for Community Government buildings, facilities, vehicles and equipment will be kept in an organized, secure cabinet in the Administrative area. 5. Keys must not be taken from the cabinet without the approval of the SAO or designate. 6. The key cabinet will have a sign out and sign in protocol. 7. An auxiliary key cabinet will be kept in the SAO's Office. 8. Only the SAO will issue keys from the auxiliary key cabinet. 9. The auxiliary key cabinet will have a sign out and sign in protocol. 10. Employees must complete an Incident Report for lost keys. 	

Logo

Community Government Name

Attachments
N/A
References
N/A