

Site Security Management Plan

SAMPLE

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SAMPLE

Purpose and Scope

This Site Security Management Plan (SSMP) sets out the arrangements, responsibilities and procedures that [Company Name] will implement to manage security risks at worksites. It is designed for use on:

- Building and construction projects (commercial, residential, fit-outs)
- Civil construction and earthworks (roads, bridges, subdivisions, bulk earthworks)
- Fencing and perimeter works
- Mining and resources projects (greenfield and brownfield sites)

The objectives of this plan are to:

- Identify and control security risks that may affect work health and safety (WHS)
- Prevent unauthorised access to hazardous areas, plant, and materials
- Protect workers, visitors, contractors, and the public from security-related harm
- Safeguard equipment, tools, materials and information
- Support compliance with WHS legislation, client requirements and site conditions of entry

This plan applies to all workers, contractors, subcontractors, labour hire personnel, consultants and visitors engaged by [Company Name] or working under its management or control on the site.

References and Applicable Legislation

This Site Security Management Plan should be read in conjunction with:

- Work Health and Safety Act and Regulations (jurisdiction-specific)
- Codes of Practice relating to:
 - Work Health and Safety Consultation
 - Managing Risks of Plant in the Workplace
 - Construction Work
 - Excavation Work
- Australian Standards (as applicable), for example:
 - AS 3745 Planning for emergencies in facilities
 - AS/NZS 3012 Electrical installations – Construction and demolition sites
 - AS 1725 Series Chain-link fabric security fences and gates

- AS 4801 / ISO 45001 Occupational health and safety management systems
- Client-specific security requirements and Principal Contractor Site Management Plans
- Project-specific Traffic Management Plans, Emergency Management Plans and Safe Work Method Statements (SWMS)

[Company Name] will ensure that this plan is consistent with, and does not conflict with, any Principal Contractor or mine operator security arrangements.

Definitions

For the purposes of this plan:

- **Site** – Any workplace under the management or control of [Company Name], including building sites, civil works areas, compounds, laydown yards, workshops and mining leases.
- **Security** – Measures to prevent unauthorised access, damage, theft, sabotage, violence or other criminal activities that may impact WHS, property, or operations.
- **Restricted area** – A location where access is controlled due to specific hazards, sensitivity or critical operations (e.g. excavations, live services, plant operating zones, explosives magazines, fuel farms).
- **Access control** – Systems and procedures used to manage who can enter the site or specific areas and under what conditions.
- **Visitor** – Any person who is not a worker or contractor, including clients, regulators, auditors, suppliers and members of the public.
- **After-hours** – Any time when normal site operations are not taking place and reduced supervision is in effect.

Roles Responsibilities and Consultation

Responsibilities

Clear responsibilities are critical to effective site security. The following table can be completed and maintained for each project.

Role/Position	Security Responsibilities	Contact Details

Typical responsibilities include:

- **Directors / Senior Management**
 - Approve and resource security arrangements.

- Ensure this plan is implemented and reviewed.
- Support enforcement of security rules and disciplinary processes.
- **Project Manager / Site Manager**
 - Implement the Site Security Management Plan.
 - Ensure security risks are assessed and controls are in place.
 - Coordinate with Principal Contractor, client, mine operator or facility management on shared security controls.
 - Ensure all workers and contractors are inducted into site security requirements.
- **Supervisor / Leading Hand**
 - Enforce access control and security procedures on their work areas.
 - Monitor for security breaches (e.g. open gates, missing locks, unauthorised persons).
 - Report and respond to security incidents and near misses.
- **Workers and Contractors**
 - Follow all site security procedures and directions.
 - Secure tools, plant and materials under their control.
 - Challenge and report unauthorised persons where it is safe to do so.
 - Immediately report lost keys, access cards or passes.
- **Security Personnel (if engaged)**
 - Provide guard, patrol and monitoring services as per contract.
 - Control entry and exit at gates.
 - Report visitor and contractor movements.
 - Respond to alarms and security incidents.

Consultation and Communication

[Company Name] will consult with workers and Health and Safety Representatives (HSRs) about security risks and controls, particularly when:

- Establishing or changing security arrangements
- Introducing new plant, equipment or materials with security implications (e.g. fuel, explosives, high-value plant)
- Planning out-of-hours work or shutdowns

Security issues will be discussed at:

- Pre-start meetings and toolbox talks
- Site WHS committee meetings