

Overview

This standard is about the skills and knowledge needed for you to contribute to keeping the workplace secure.

You will need the skills and knowledge to identify the risks to security that can arise, be alert to security risks and can recognise them when they arise. You will also need the skills and knowledge to report security risks and follow procedures for dealing with risks.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in keeping the workplace secure.

Contribute to keeping the workplace secure

Performance criteria

You must be able to:

1. monitor how people are behaving and identify when this is a potential security risk
2. identify when unlocked or unattended areas or items pose a security risk
3. challenge unknown personnel in your work area
4. inform the appropriate person about the security risk
5. follow security procedures
6. check visitors follow entry and exit procedures
7. identify potential security risks and take action to minimise the risk and maximise protection
8. report any security incident
9. deal with security breaches within the limits of your authority
10. complete relevant documentation and make available as necessary
11. follow legal and regulatory standards and instructions

Knowledge and understanding

You need to know and understand:

1. what are the potential risks to security both internally and externally
2. organisational procedures for reporting breaches in security
3. procedures for maintaining food safety and keeping the premises secure
4. who to report security risks to and how this should be recorded
5. why it is important to remain alert to the potential of a security threat or breach
6. what to do if you notice contaminants in the workplace
7. actions to take if you notice changes in behaviour which could result in sabotage
8. the areas of potential vulnerability to sabotage within the workplace
9. how to report potential acts of sabotage
10. the potential consequences of sabotage to the organisation and the customer
11. what you can do to help maintain site security
12. the purpose of security control points and why they are important
13. actions to take if you notice people behaving in a suspicious manner and how this might pose a security risk
14. lines and methods of communication within your organisation
15. the relevant legal and regulatory requirements, health and safety standards and instructions and what might happen if these are not followed

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