### 2.4 Training – Induction of Contract Staff at Macquarie University

**Purpose**

All Contract Security Staff will complete the University’s Security Services Induction Program. The following instruction is to be carried out post acceptance of placement at Macquarie University.

**Guideline**

**Security Duties**

**Induction Training Programme**

5 training shifts to be allocated at the discretion of the Contractor in liaison with the Security Operations Coordinator.

During these shifts the officer is to make themselves familiar with:

- The layout of the University, with special regard to:
  - Location of Fire Panels
  - Operation of alarm systems
  - Associated duties relating to the open/close.
  - Services such as Food Vendors, Toilets, ATM’s etc

In all cases officers must be conversant with all emergency procedures relating to the University.

By the end of the 5 x 8hr training shifts all officers must be able to:

- Operate alarm systems
- Operate fire panels (handouts for instruction)
- Lock the required buildings
- Unlock the required buildings and rooms according to the open up sheets and any applicable work orders
- Key control
- Operate two way radio equipment
- Overview of Site security policies and procedures
• Documentation requirements
  o Sign on register
  o Incident Report Forms
  o Use of notebooks
  o Vehicle Log
  o Radio Issue
  o Key Issue

• Successfully complete a practical assessment regarding the level of competency achieved carried out by the nominated Supervisor
• Successfully complete the MQ online contractor WHS Induction(s)

The training will be carried out by a staff member agreed upon by the MQ Security Operations Coordinator and the Contractor.

The Training Officer (T/O) is responsible for the correct training of the inductee
• The induction/training is:
  1st shift
  Documentation requirements, Introduction to Site security policies and procedures, Key Control
  2nd afternoon shift
  “Buddied” with the T/O and instructed in the area and procedures applicable to the Central Area of the Campus.
  This will include both Open and Lock up procedures in conjunction with the specific patrol requirements of the Central area of Campus.

  3rd shift
  “Buddied” with the T/O and instructed in the area and procedures applicable to the East Area of the Campus.
  This will include both Open and Lock up procedures in conjunction with the specific patrol requirements of the East area of campus.
4th-shift
“Buddied” with the T/O and instructed in the area and procedures applicable to the East Area of the Campus

5th-shift
“Buddied” with the T/O and instructed in the area and procedures applicable to the West Area of the Campus. This will include both Open and Lock Up procedures in conjunction with the specific patrol requirements of the West area of Campus..

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<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
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<tr>
<td>Approval Authority</td>
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<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
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