2.8 Policies – Dissemination of new instructions

Purpose

Security Staff are to remain up to date in relation to all Macquarie University Policies, Standard Operating Procedures, Memos and Security Instructions

Guideline

Procedure

- A copy of all documentation relating to Macquarie University Policies, Standard Operating Procedures, Memos and Security Instructions will be maintained within the Security Control Centre
- The documentation will be made available to all Security Services staff
- The Control Centre Operator will be responsible for maintaining and updating any new documentation, at the direction of the Security Operations Co-Ordinator
- The documentation will be clearly marked as to its contents
- Any new documentation should replace the older version, which should then be destroyed by shredding
- All Security Services staff are to be made aware of the existence of any new documentation at the daily shift briefing, in the format of a toolbox talk
- All Security Services staff are to ensure that they are very familiar with the new instructions or procedures

Contact Officer

Campus Security Manager

Date Approved

1 July 2012

Approval Authority

Director, Property

Related Policies, Procedures, Guidelines, Forms or Templates

Security Services – Standard Operating Procedures

Next Date of Review

1 July 2013