4.2 General Duties – Day Shift

**Purpose**

Day Shift duties.

**Guideline**

The Day Shift hours are generally 0600 – 1400, Monday to Friday and 0600-1800 on weekends, Public Holidays & Concession Days. Security Officers are required to be in uniform and ready for task allocation five minutes prior to this time.

Area Security Officers are required to perform the following duties;

- open rooms/buildings
- assist staff, contractors and visitors to the Campus
- respond to incidents
- provide first aid
- identify/report hazards
- provide personal escorts when requested
- check notice boards for illegal posters
- isolate/de-isolate fire panels as requested
- respond to all other reasonable requests from the Control Centre

Security Officers may also be required to act as a relief for security officers performing other duties within the Campus.

During Semester, Security Officers are to ensure that all Central Accommodation Rooms (teaching rooms) are opened. On weekends, Public Holidays & Concession Days, the Control Centre will be provided with a list of rooms/buildings that are required to be opened. Security Officers will ONLY open those rooms/buildings on that list.

When not engaged in any specific duty, Security Officers are required to conduct general patrols of the Campus and report any hazards/problems to the Control Centre Operator.
<table>
<thead>
<tr>
<th><strong>Contact Officer</strong></th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
<td><strong>Date Approved</strong></td>
<td>1 July 2012</td>
</tr>
<tr>
<td><strong>Approval Authority</strong></td>
<td>Director, Property</td>
</tr>
<tr>
<td><strong>Related Policies, Procedures, Guidelines, Forms or Templates</strong></td>
<td>Security services Section – Standard Operating Procedures</td>
</tr>
<tr>
<td><strong>Keywords</strong></td>
<td>1 July 2013</td>
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