



## CS ENERGY PROCEDURE FOR SECURITY IDENTIFICATION CARDS CS-SBC-05

Responsible Officer: Group Manager Health Safety Security and Environment  
Responsible Executive: Chief Executive Officer

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### DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Draft Issue				29/09/2004
Comments from Site Security Coordinators included – Sections – 3.1, 3.2, and 3.4				26/10/2004
Colour coding and graphics for ID card completed				22/07/2005
Procedure Reviewed – No Adjustment Necessary				11/05/2011
New Format and revised to align to Security Plan CS-SBC-06	M Kelly	H&S Taskforce	K Ussher A Brown	09/04/2014



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## 1 PURPOSE

The Photo ID card system is being implemented to comply with directives set by the Security Planning and Coordination Unit of the Department of the Premier and Cabinet. These guidelines are based on the National Counter Terrorism Alert Levels to provide a safe and secure working environment.

## 2 SCOPE

This procedure applies at all CS Energy workplaces and to all persons entering and working at those workplaces.

## 3 ACTIONS

### 3.1 Identification Cards

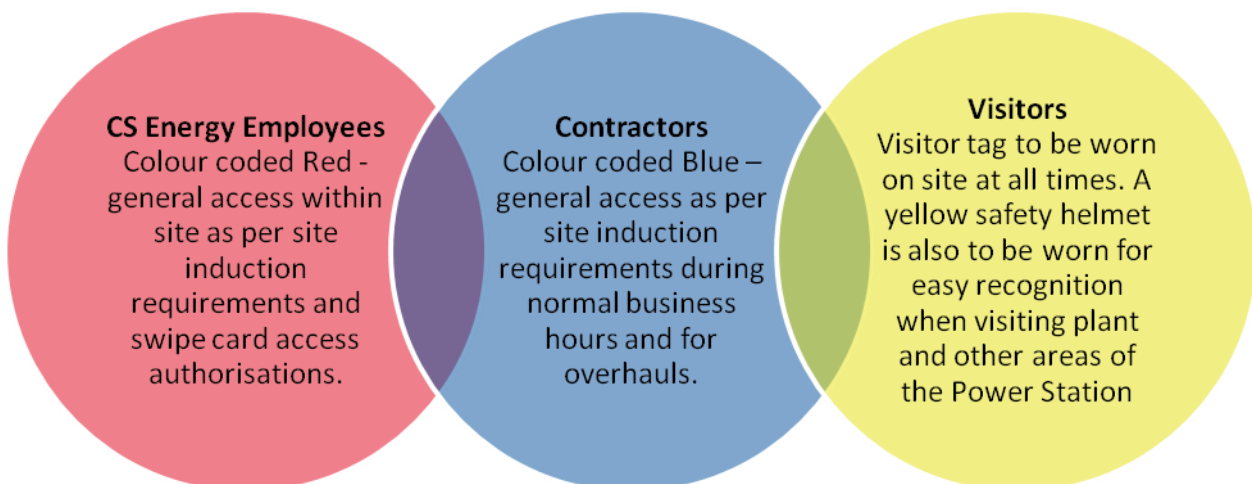
All personnel on CS Energy sites are to be issued with an Identification Card. The workers identity must be confirmed with a visual check against a current drivers licence photograph before issuing an identification card.

The plastic Security identification card is to be in the possession of the inducted person at all time, and be able to be produced to verify induction on CS Energy site as requested by other CS Energy employees, Power Station Site Security personnel, Office Building Security personnel, Police, and at other State Government organisations where proof of identity is required.

If CS Energy is required to implement either Medium or High Security as per government direction, all personnel on CS Energy sites need to be easily identified. Persons that are not wearing CS Energy identification cards adequate for their work area are to be challenged. If positive photographic identification is not available the person may be escorted off-site by the Security Guards.

### 3.2 Security Access Colour Codes

The following colour codes have been set up for identification of CS Energy workers and contractors on site.





### 3.3 Escalated Alert Level

The National Counter Terrorism Guidelines for Security Planning have four alert levels – Low, Medium, High and Extreme. The requirements for levels High and Extreme are:

- Compulsory identification of employees, contractors, consultants and visitors at all times,
- Displaying photo identification within the workplace,
- Visitors to display visitor passes within the workplace, and
- Validation of identity by Security Guards prior to entry.

All employees and contractors will be notified to produce their ID card for verification upon entry to the site and will be required to wear/display the ID card in a prominent position whilst on site. Employees are encouraged to show discretion and not display their ID card when they are not at the workplace.

### 3.4 Storage of Information

The photographs used for the ID cards will be kept on a secure computer system, protected with the CS Energy IT systems currently in operation.

Information recorded on the card is to include a photo of the employee, the employee's name, the power station where the employee/contractor is using the card to gain access and the expiration date.

Other areas of the card may be used to record information on skills, qualifications and authorisations issued by CS Energy (eg PTW Officer, Crane Driver, First Aid Officer).

### 3.5 Expiration

Identification cards that are inactive for greater than 30 days are to be disabled, and only to be reactivated by a CS Energy employee's confirmation.

Identification cards will expire in conjunction with CS Energy site induction requirements already in place. The cards will be updated when a new site induction takes place. Cards that are lost must be reported to the Security Guard house within 24 hours. Cards that are lost or damaged will be replaced upon verification of the person's identity (eg. drivers licence).

### 3.6 ID Cards Returned

When an employee ceases employment with CS Energy or end of a contract period, the identification card is to be returned to site security hut or the People and Culture department as per the Termination Checklist procedure.

When contractors complete work on an overhaul the ID Card is to be returned to the Site Security guards. Security access will also be cancelled from this point onwards.

### 3.7 Variance from This Procedure

Any variation from this procedure is to be approved by the Executive General Manager Operations.



## 4 DEFINITIONS

Term	Definition
ID Card	Identification swipe card issued by the security guard house

## 5 REFERENCES

Reference No	Reference Title	Author
	Queensland Police Service – Critical Infrastructure Threats Response, Levels - State Government Security Planning and Coordination Unit	
<a href="#">"B/D/13/14430"</a>	CS-SBC-06 - Security Plan	CS Energy

## 6 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two yearly basis, or where it has been identified that there are changes in technology, legislation, standards, regulations or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process.

CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.