



CS ENERGY PROCEDURE FOR WHITE LEVEL INSPECTION CS-SBC-10

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

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
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 purpose of 'White Level Inspection' (WLI) is to ensure that facilities are free of any threats or safety hazards.

A white level inspection is an inspection by all staff of their respective workplaces for any articles that are unusual, suspicious or unable to be accounted for. White level inspections are conducted so staff can be confident that their workplace is secure.

It is based on the principle that each employee knows his or her work area better than any other person and will be able to easily identify any items that are out of place, or present safety concerns.

2 WHEN IS A 'WLI' CONDUCTED?

A 'WLI' should be conducted at the start of each shift and will be mandatory when a heightened level of threat has been advised.

If there are any security issues or concerns identified by employees during the inspection, the person discovering the problem is to immediately alert his or her supervisor and provide as much detail as possible about the item or event.

During 'WLI' inspections, employees may also discover issues that are not security related such as health and safety issues. These should be reported to supervisors, or in accordance with relevant Company policies.

3 RESPONSIBILITIES

3.1 Employee

All employees on site are responsible to perform the following:

- Inspect their workplace routinely and when directed by any management or security staff to ensure there are no dangerous, illegal, restricted or otherwise suspicious items present.
- Report ANY suspicious article or event no matter how trivial or insignificant.

3.2 Security Guard

All security Guards are responsible to perform the following when directed:

- Conduct assessment of suspicious article or event in accordance with Company procedures.
- Advise management in accordance with Company procedures.
- Initiate call-out of Emergency Services particularly where initial assessment indicates danger to the safety of people and assets.
- Be prepared to assist with emergency management in accordance with Company procedures and where appropriate provide assistance to Emergency Services personnel.

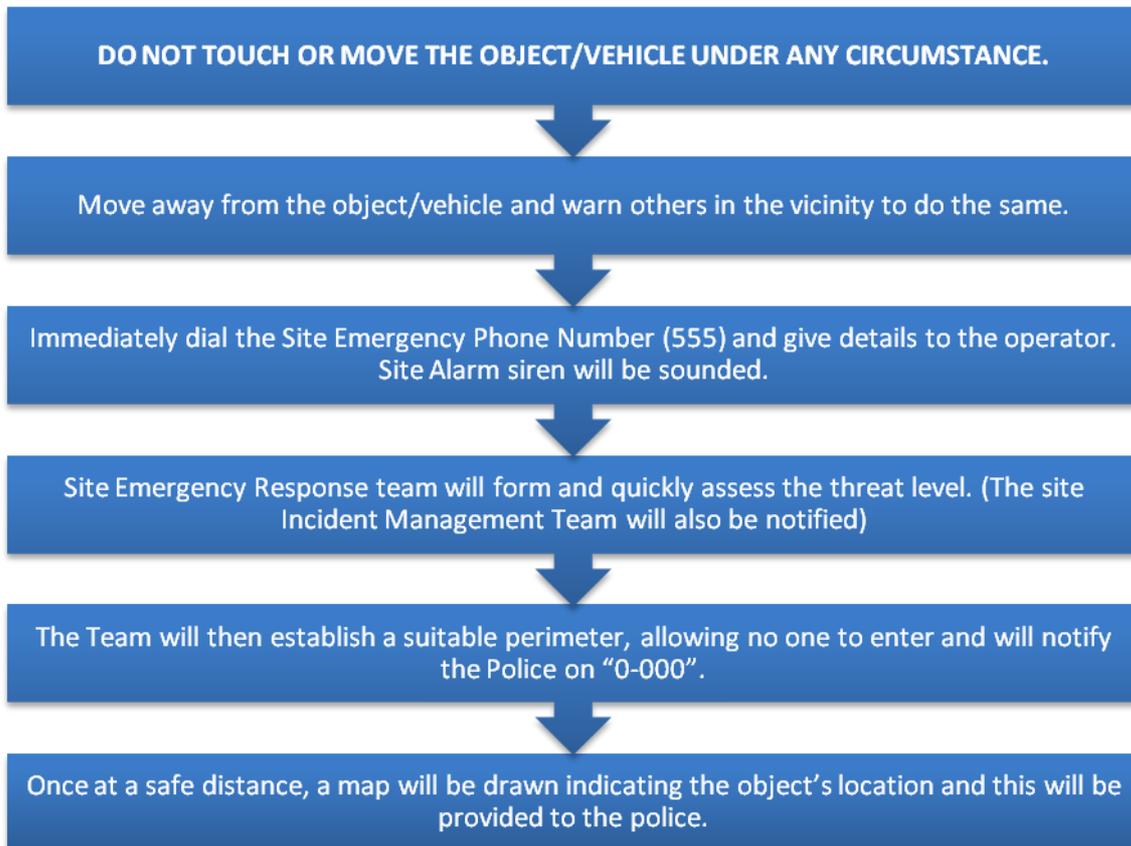
3.3 'White Level Inspection' Process

Step	Action	Responsibility	Remarks
1.	Staff commence work in designated work areas and report to their supervisors.	All	
2.	If not a spontaneous task, supervisors should advise employees to conduct inspection of their work areas.	All	WLI may be the result of a starting shift or be unscheduled by direction
3.	WLI results reported by exception (something found) to supervisors. In heightened threat situations ALL WLI results should be reported i.e. include negative results.	All	Supervisors to ensure WLI carried out. Security issues to be reported to site security staff. Non-security related issues to be reported to relevant level of management e.g. WH&S officer.
4.	Supervisors report positive or negative findings to site security during heightened threat	Security Guard	
5.	Security issues investigated and resolved.	Security Guard	All suspect articles investigated. Where ANY DOUBT exists, expert advice sought from Emergency Services. Evacuation may be ordered prior to this in accordance with Company emergency management procedures
6.	Non-security related events reported to appropriate level of management for action/resolution	Supervisors Security Guard	
7.	All details of WLI findings to be recorded in site operational log.	Security Guard	
8.	For located items, security staff seek to identify owner among staff in the vicinity. If owner not identified, item deemed 'unattended'.	All	If classified as 'unattended' item refer to Step 9.
9.	All 'unattended' items to be investigated by security staff.	Security Guard	On inspection if ANY DOUBT exists, matter is referred to Emergency Services as a 'suspicious' item discovery
<p>Note: If a component of this screening procedure is not implemented proceed to the next logical step in the process</p>			



3.4 Suspicious Item Found on Site

The following actions will be taken if any employee or contractor discovers a suspicious item on site that they suspect may be a potentially explosive or a biological threat. The item may range from a letter or parcel to luggage or to a motor vehicle that is unusually parked. Any suspicion of this sort must be reported to the Police.





4 DEFINITIONS

Term	Definition
White Level Inspection (WLI)	An inspection by all staff of their respective workplaces for any articles that are unusual, suspicious or unable to be accounted for. White level inspections are conducted so staff can be confident that their workplace is secure.

5 REFERENCES

Reference No	Reference Title	Author
"B/D/13/14430"	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.