

Capricorn Citizen Advocacy

SECURITY PROCEDURE FOR PHYSICAL AND PHONE THREATS

Policy number:	4.3.0.1	Approved by Management Committee:	28 th February 2017
Version:	2.0	Signed off by Executive:	28 th February 2017
Responsible person:	Coordinator	Scheduled Review Date:	28 th February 2020

Purpose

Capricorn Citizen Advocacy's staff and Management Committee are committed to ensuring the health, safety and welfare of the working environment for our staff, volunteers, contractors and visitors.

Procedure

1. Cease contact with person or threat (i.e.: hang up the phone)
2. If physical threat – call 000
3. Secure yourself in a safe place, or leave the premises
4. Do not put yourself in danger at any cost
5. Observe all details of the event and record as soon as possible after the event.

Related Documents


1. *Policy 4.3.0 Workplace Health and Safety Policy*

References

Not Applicable

Ratification

This procedure was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on: 28 / 02 / 2017.

SIGNED: 
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President

28 / 02 / 17
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(Date)

SIGNED: 
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Secretary

28 / 02 / 17
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(Date)