Procedure

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Document Title	**Unauthorised Persons Management Procedure**
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Approved By	Brendan McKenna
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Purpose

Brendan McKenna Earthmoving is committed to maintaining safe and secure workplaces by ensuring unauthorised persons are identified, managed and controlled appropriately.

This procedure establishes the requirements for responding to unauthorised persons entering company workplaces and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors, visitors and other persons who may enter or attempt to enter Brendan McKenna Earthmoving workplaces, project sites, workshops, depots and client-controlled work areas without authorisation.

Responsibilities

Role	Responsibilities
Director	Ensure appropriate site security and visitor management arrangements are implemented.
Operations Manager	Coordinate responses to significant site security issues and incidents involving unauthorised persons.
Supervisors	Manage unauthorised persons on site and ensure appropriate actions are taken to maintain site safety.
Employees / Contractors	Report unauthorised persons immediately and follow site security requirements

Procedure

Brendan McKenna Earthmoving shall ensure unauthorised persons are managed promptly to minimise risks to workers, visitors, the public and site operations.

1. Identify and Report Unauthorised Persons

Any person who is not authorised to be within the work area shall be identified and reported immediately.

This shall include:

- Remaining aware of persons entering operational work areas.
- Reporting unauthorised persons to the Supervisor immediately.
- Assessing whether the person may be at immediate risk from site activities.
- Avoiding confrontation where personal safety may be compromised.
- Maintaining awareness of the person's location until assistance arrives where safe to do so.

2. Escort and Assess Site Access Requirements

Unauthorised persons shall be directed to the Supervisor or authorised site representative.

This shall include:

- Escorting the person away from active work areas where safe to do so.
- Explaining site hazards and operational boundaries.

- Determining the purpose of the visit.
- Verifying whether access is required for operational purposes.
- Confirming whether induction or visitor requirements apply.

3. Determine Appropriate Action

The Supervisor shall determine whether the person may remain on site or must leave the workplace.

This shall include:

- Conducting a visitor induction where appropriate.
- Ensuring visitors comply with site PPE and supervision requirements before entering operational areas.
- Providing site-specific safety information where required.
- Restricting access to hazardous or controlled areas.
- Directing unauthorised persons to leave the workplace where no legitimate reason for access exists.
- Contacting Management where assistance is required.

4. Manage Security or Safety Concerns

Additional controls shall be implemented where unauthorised persons create a safety, security or operational risk.

This shall include:

- Suspending work activities where required to protect persons.
- Maintaining exclusion zones around plant and equipment.
- Contacting emergency services or authorities where necessary.
- Protecting workers, visitors and members of the public from harm.
- Ceasing or modifying work activities where required to maintain public safety.
- Preserving evidence where unlawful activity has occurred.

5. Report and Review Incidents

Incidents involving unauthorised persons shall be reported and reviewed.

This shall include:

- Reporting incidents, near misses or security concerns.
- Completing the appropriate company reporting forms through the MCK Group App.
- Recording incidents in accordance with company procedures.
- Investigating significant incidents where required.
- Recording corrective actions within the Incident / NCR / Corrective Action Register where applicable.

Records

The following records may be retained where relevant to unauthorised person management activities.

Record	Responsibility	Retention Location
Visitor Records	Supervisors	Visitor Induction Records
Incident Reports	Employees / Supervisors	Incident Records
Investigation Reports	Operations Manager	Incident / NCR / Corrective Action Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-PR-007 Visitor Induction Procedure
- OP-PR-020 Working Alone Procedure
- IMS-MP-001 Emergency Management Plan
- HS-PR-005 Incident Investigation & Reporting Procedure
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)