

# Don College Policy

## SUSPICIOUS PACKAGES AND ITEMS – WHITE LEVEL INSPECTIONS

### 1. Purpose

This policy provides advice and direction on Don College checks used to identify any unusual, suspicious, or items unaccounted for in the workplace. White Level Inspections will form part of our standard workplace safety protocols for all staff members and all work areas. White Level Inspections will provide confidence to Staff that their workplaces are secure. This will:

- a. Minimise potential disruptions to work activities and productivity; and
- b. Assist Tasmania Police in determining the appropriate action when responding to any reports.

### 2. Scope

This code applies to all Don College staff.

### 3. Requirements

- 3.1. People who know and work within an area are in the best position to conduct inspections as they are familiar with the functions and layout of their areas. White Level Inspections are everyone's responsibility.
- 3.2. Staff are required to perform routine inspections on a regular basis. Inspections can also be undertaken in the following circumstances:
  - 3.2.1. On a random basis, as determined by the Principal or Nominee, a whole of College inspection; or
  - 3.2.2. At the request of the Principal or Nominee.

3.3. The HOT ALERTS principle is to be followed when performing White Level Inspections.

### **HOT ALERTS Principle**

H – is the item <b>hidden</b> ?	YES/NO
O – is the item <b>obviously</b> suspicious?	YES/NO
T – is the item <b>typical</b> of the items in your area?	YES/NO
A – is the <b>alert</b>	YES/NO
L - <b>level</b>	YES/NO
E – <b>elevated</b> ?	YES/NO
R – have you <b>received</b>	YES/NO
T – <b>threats</b> ?	YES/NO
S – is the item in a suspicious location?	YES/NO

## **4. Risk Management**

4.1. The following steps must be undertaken when conducting an inspection:

- 4.1.1. Conduct a visual check of the route to your work area and workstation. You must remember to routinely check all drawers and cupboards for which you are responsible.
- 4.1.2. You must inspect any other area/s assigned to you (e.g. kitchen facilities, bathrooms, storage areas).
- 4.1.3. Once the inspection has been completed, you must provide a report to the principal. You can then resume your normal duties.

4.2. In the event of an unidentified item being found, the following steps must be undertaken:

- 4.2.1. If the item obviously does not belong where it was found, or to your work area, stop the inspection immediately and ensure the following:
  - 4.2.1.1. Do not touch the item.
    - 4.2.1.2. Attempt to locate the owner of the item/s by checking with other staff members in your work area.
    - 4.2.1.3. You should not immediately assume that an item is suspicious simply because it does not belong where you found it, or it cannot be identified.
    - 4.2.1.4. Use the HOT principle defined below as an assessment tool.
  - 4.2.3. If the item cannot be accounted for, is hidden or is obviously suspicious or out of

character for your work are, inform the Principal as soon as possible.

4.3. The following steps can be undertaken to reduce the risk of an unattended item disrupting the workplace:

- 4.3.1. Encourage a clean desk policy.
- 4.3.2. Lock cupboards and drawers which are not in use.
- 4.3.3. Keep communal areas tidy.
- 4.3.4. Keep entrances and exits clear, especially evacuation routes.
- 4.3.5. Ensure lost or stolen items are reported immediately.
- 4.3.6. Maintain accurate records of assets, plants and equipment that should be on site.
- 4.3.7. Ensure staff are familiar with the White Level Inspection process and reporting procedures.
- 4.3.8. Ensure staff are informed of security procedures and any changes to security.
- 4.3.9. Ensure staff are aware of routine/emergency work or repairs to be conducted on site.
- 4.3.10. Eliminate online personal purchase deliveries to the College.
- 4.3.11. Ensure all locked external doors are **relocked** when transitioning.
- 4.3.12. Ensure staff suite doors are locked at all times when unoccupied.
- 4.3.13. Inform Education Facility Attendants of expected incoming deliveries.

## 4. Details

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Key Words:	INSPECTION, SUSPICIOUS, WHITE LEVEL, ALERT, THREAT,

**This document is to be reviewed after a period of three years.**