

WHITE LEVEL INSPECTIONS

CONDUCTING ROUTINE SECURITY CHECKS IN YOUR WORKPLACE

No person is in a better position to identify suspicious items than the person who knows and works within the area.

SECURITY IS **EVERYONE'S RESPONSIBILITY**

What is a white level inspection?

A white level inspection is an inspection by all staff members of their respective workplace for any articles that are unusual, suspicious or unable to be accounted for.
It is not just a search for bombs.

Why are they necessary?

White level inspections are conducted so that all staff and management can be confident their workplace is secure.
A secure workplace will:

- Minimise potential disruptions to work activities and productivity.
- Assist police and emergency services to determine the most appropriate response to an unattended item.

Who conducts a white level inspection?

The people in the best position to conduct white level inspections are the people who know and work within the area.

Where are white level inspections conducted?

A white level inspection plan devised by management should cover all areas of the workplace and take into account any variables such as shift considerations, emergency maintenance and cleaning schedules. Staff will inspect their own workplace area, and nominated staff should be assigned to inspect common areas, such as foyers, bathrooms and parking areas to ensure they are not overlooked.

When are white level inspections conducted?

White level inspections should be undertaken:

- routinely – each day upon arrival at work,
- randomly – as determined by the manager, and
- at the request of management.

How are white level inspections conducted?

When conducting a white level inspection the following steps should be undertaken:

1. Conduct a ***visual*** check of the route to your work area and work station. Remember to check all drawers and cupboards that you are responsible for.
2. In addition to your own work area, inspect any other areas that may have been assigned to you, for example, a bathroom or kitchen.
3. Once your inspection has been completed, report to your supervisor or manager. You may then resume normal duties.
4. Supervisors will then report results of the inspection in accordance with established procedures. A record should be kept of the outcome, including the area where an inspection was conducted, the date and the outcome of the inspection.

What do I do if I find an unattended article?

If the article does not belong where you found it – stop your inspection. Take actions to identify whether the article is suspicious.

Get the **F.A.C.T.S.**

- **F**ind the owner – who put it there? Check CCTV, interview people in the vicinity. Every item has an owner.
- **A**ssess the property (HOTALERTS)
- **C**onsider **T**he **S**ituation – of relevance is the conduct of a suspect, suspicious circumstances, information from authorities, and environmental factors e.g. current events, time of day, day of week, holiday, anniversary of other terrorist attacks.

H Is it **H**idden?

O Is it **O**biously suspicious?

T Is it **T**ypical?

A Is the government **A**lert

L **L**evel

E **E**levated?

R Is the location in **R**eceipt of a

T **T**hreat?

S Is the property found in a **S**ensitive location?

NSW Police Force

Triple Zero (000)
For emergencies or life threatening situations.

National Security Hot Line (1800 1234 00)
Trained operators take every call seriously. You can remain anonymous

Crime Stoppers (1800 333 000)
To provide crime information. It can be in confidence.

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