

CONTRACTOR SAFETY ALERT



Unauthorised Visitors

Number: 101

Issued: 17/8/2023

Background

On 9 August, unauthorised persons accessed an FPC operation whilst heavy machinery was working on the contractor's work site. The visitors were asked to leave the work site.

Contractors must have their own procedures to manage unauthorised persons but a risk based approach should be used at all times.

Key points

- An *unauthorised person* is one that:
 - Has not been authorised by the Contractor to enter a worksite; or
 - Is disruptive, increases the risk of harm to others, or intentionally damages a worksite/property; or
 - Is considered likely to attempt theft, violence, vandalism, or unauthorised access to confidential information.
- In the case of unauthorised persons (e.g. protestors, illegal firewood collectors), the following process is recommended:
 - cease the activity;
 - secure the site and equipment;
 - request people leave if safe to do so;
 - contact the relevant authorities;
 - collect any relevant information; and
 - inspect the site and equipment to ensure persons are not at risk before recommencing work.
- Any occurrences of unauthorised persons should on FPC worksites must be reported via the FPC 1089 – Contractor hazard / Incident Report.