

## \*Security 3000 Nationwide\*

### *New Management Structure*

Managing Director - Lyn Hanna  
Director/Human Resources - Joan Thornton  
Control room Manager - Darrell Coghlan  
Contracts Manager - Christopher Hanna  
Quality/Health & Safety Manager - Lloyd Winters

### \*S.I.A Licence\*

Have any Security Officers lost or replaced their S.I.A licence recently?

Have you been issued with a new Licence?

If so have you informed the Office?

The company must see and have a copy of your new licence for your personnel record.

### \*Assignment Instructions\*

It has come to the Company's attention when Chris Hanna and Lloyd Winters recently completed a site visit that some Security Officers had Failed to sign their Assignment Instructions to confirm they had read and understood them.

You must read, understand and sign the Assignment Instructions at your site. If you are unsure about anything on site ASK. Call us if you have any queries.

### \*Health and Safety\*

## Slips, Trips & Falls - July 2011

#### Facts:

- A third of all major injuries reported result from a trip
- A trip is the single biggest cause of lost time injuries at work,
- Effective solutions are often simple, easy and lead to other benefits.

### \*Portable Fire fighting Equipment\*

All Security Officers will be undergoing a refresher course on the use of Portable Fire fighting Equipment.

Lloyd Winters and Chris Hanna will conduct this training.

### \*Near Misses/Hazard and Accident Reporting\*

Lloyd Winters is at present going to sites and conducting refresher courses on Near Misses/Hazard and Accident Reporting.

In some cases Security Officers have come into the office to undertake the refresher courses.

*Near Misses-Hazards and Accidents*

**Contact Control asap!**

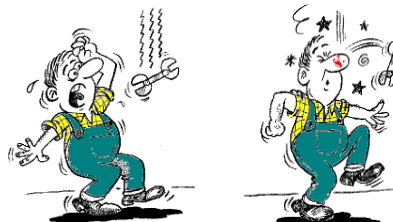
#### Hazards and Accidents - Don't let the words put you off!

##### Hazard:

- Means anything that can cause harm.

##### Accident:

- That someone will be harmed by the hazard
- **REPORT THE HAZARDS - PREVENT THE ACCIDENTS**



Hazard

Accident

### \*Holidays\*

Security Officers are reminded that holiday requests from 5<sup>th</sup> July 2011 to August 31<sup>st</sup> 2011 will not be accepted. Holidays may be granted in this period for exceptional circumstances only.

A month's notice is required when requesting your holidays.

### **Holiday Queries**

Contact Darrell Coghlan Control Room Manager during office hours only from 0900hrs - 1600hrs- Monday to Friday

### \*Control\*

Just a reminder - when you report any Incident or concern to the Control Room can you please record in Shift Report book and record fully the occurrence in the Incident Report book

- Full report of Incident
- Time of Incident
- Date of Incident
- Name of Control Room Operator you spoke to
- Time and Date Mobile Driver contacted
- Did Police attend - was there a crime?
- Request the Crime Number and Police Badge Number.

Please note that our new webpage is

[www.security3000.co.uk](http://www.security3000.co.uk)

Please use the employee zone

Also if you are on Facebook please add us

LYN HANNA