



## STANDARD OPERATING PROCEDURE

<b>Bio-Security (controlled goods)</b>	Page 1 of 2
Ownership: President	Issue Date: March 1, 2007
Authorized: President	Review/Revised Date: December 14, 2015

### 1. PURPOSE

- 1.1 The purpose of this procedure is to define the measures taken to ensure the security of the facility against persons who are not employees.

### 2. SCOPE

- 2.1 This procedure applies to all full-time, part-time, contract employees, and visitors of Wills Transfer Limited.

### 3. ASSOCIATED DOCUMENTS

- 3.1 Visitor Entry Log # 408  
3.2 Controlled Goods Security Breach # 112

### 4. SECURITY MEASURES

- 4.1 The warehouse is restricted to employees only. Visitors and contractors must be escorted at all times unless authorized by management.
- 4.2 All visitors allowed beyond the reception area must sign in and out using the Visitor Entry Log.
- 4.3 Any unauthorized or unescorted person should be approached and questioned. Any suspicious person should be escorted to the office and reported to management.
- 4.4 Any suspicious person considered trespassing must be reported to police.
- 4.5 If the suspicious person appears to be an immediate threat to employees or the facility, evacuate the building and call 911 as soon as possible.
- 4.6 Any breach of security regarding Controlled Goods (i.e. unauthorized examination, possession or transfer, any loss or damage) must be recorded using form #112 and reported without delay to the Controlled Goods Directorate (CGD) and to local police if it is criminal in nature.
- 4.7 All doors must be kept locked while not in use.



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### **5. COMMUNICATION**

- 5.1 A memo will be distributed by payroll, notifying all employees of updates.
- 5.2 Branch Managers shall make all SOPs accessible to staff at all times i.e. a printed copy posted in a prominent location in the workplace.
- 5.3 All employees will be given usernames and passwords to view all policies online.

### **6. TRAINING**

- 6.1 WPHS Coordinator will organize annual training as required.

### **7. EVALUATION**

- 7.1 The workplace Health and Safety Committee, together with the Workplace Health and Safety Coordinator shall be responsible for conducting and documenting the annual Health and Safety Orientation/Training. To ensure that there is an acceptable level of retention of knowledge, on the part of the trainee as it relates to Wills Health and Safety Policies, monthly staff evaluations must take place. These will be at random with staff of varying job functions and in the form of questions on the Health and Safety Policies @ Wills.

### **8. ACKNOWLEDGE SUCCESS**

- 8.1 The Management Team will review successes and acknowledge to staff by way of an annual report.