

Risk Control Bulletin

Perimeter Security

RISK CONTROL



Because of the wide variety of systems and availability in different areas we are not going to discuss burglary alarm systems. Dock and warehouse operations require special attention to security. The facilities are easily accessible from the road, and may store large quantities of valuable property. The day-to-day operation makes the premises familiar to a wide range of individuals. A good security system not only protects your property but also helps protect you from general liability claims. These basic security procedures are important to the protection of your property and the financial health of your business.

Fence

If the front of your building needs open access to the public, your fence should come against each side of the building.

- A fence must enclose the entire yard and dock to be effective.
- Security fences should be at least seven feet or higher.
- Check with local authorities before attaching razor wire or other such material on your fence to assure it is allowed.
- Bushes, trees and undergrowth must be kept away from the fence. Such growth may damage the fence and can hide damage or cut in the fence.
- "Do Not Enter" or "No Trespassing" signs should be posted along the fence.

These signs may need to be in more than one language.

Lighting

- Lights in the yard should come on automatically when it becomes dark.
- Lights should cover the entire yard and perimeter.
- You could conduct a documented inspection, monthly or quarterly, to assure all lights are working properly.
- Place additional lights around entry to any outbuildings, also along any stairs from the yard to the dock or building and along the exterior of the dock.

Yard Entry

- Have only one opening in the fence for vehicles to enter and exit the yard.

- Keep the gate closed when no one is coming or going.
- If anything in your yard is considered a "low clearance" warning signs should be posted at the entrance and/or have a clearance device at the gate to check a vehicle's clearance before it enters the yard.
- Do not allow employees or others to park personal vehicles inside the fence.
- Have a process to check everyone in and out of the yard. Maintain a log of every truck when it enters and leaves the yard.
- Only allow trucks in the yard with a confirmed delivery or pick-up appointment.

Distributors

- Keep a list of names for every driver and helper on trucks entering the yard, and make sure they leave in the same truck in which they arrived.

Additional Security

Terminal management should conduct a monthly inspection of the yard to make sure the fence is not damaged, signs are properly posted and for any damage to the yard, parking lot, stairs, etc. If security cameras are used they should cover at least the entrance/exit, area around the dock and high-hazard areas like fuel pumps, outbuildings, transformers, etc. Retain videotape from cameras long enough to allow for discovery of damaged or missing property and also to counter any alleged general liability injuries. Identification badges should be assigned to workers. These badges should have the employee's photo and be required to pass a security scanner to gain access to the dock, office, storage area, etc. Drivers and helpers picking up and delivering should have a designated place to go if they do not stay in their trucks. They should not wander around the yard or dock.