

SD – Office Opening & Closing – Morwell Office

Policy

This policy has been put in place to ensure the office is opened and closed safely and securely.

Office Opening - Procedure

1. Locate the key safe, and unlock to retrieve the key:

- The key safe is located on the gates at the back of the building.
- Scroll the numbers until the code is 6766.
- Push the switch up.
- Remove the key, unlock the building and return key to the key safe, close and mix all the numbers up.

2. Enter the building and disarm the security system (if applicable):

- The security system at Morwell is not currently in use.

3. Other, complete if needed:

- a) Turn on lights
- b) Open blinds or curtains
- c) Turn on the urn
- d) Empty the dishwasher
- e) Check the post box (P.O Box 49), the key is located on the front desk

4. Phone Diversion:

- Day/Night Button for turning the phone over; this can be found on the bottom right of the handset.
- Check for voice messages by pushing the button Day VM or Night VM these will flash if there is a message.

5. Change the computer backup cartridge (needs to be changed monthly)

To do this, you will need to locate the server and the safe, where spare cartridges are stored:

- The server is located in the storage room
- The safe is located in the General Manager's office, in the sideboard cupboard on the left-hand side.

Cartridge attachment to the server

- Press the green button on the right-hand side to eject cartridge and place this cartridge in the safe (One cartridge should be kept off site).
- Insert the replacement cartridge into the server.
- The original cartridge will need to get given to Edcomp for them to upload to their system.

6. On Call transferring procedure (on Mondays)

- Transferring mobile to on-call
- Locate roster in QMS – administration/on-call/on-call roster
- On-call mobile phone located on the third-row middle desk.
- Go to settings, scroll down to call
- Use call forwarding and update the mobile number by pressing the screen to remove a number, then key in the new on-call number and press update.

Office Closing Procedure

1. Phone Diversion:

To return to DND (do not disturb) press the day/night button the machine will beep and display 'night'

2. Other, complete if needed:

- a) Turn off lights
- b) Close blinds or curtains
- c) Turn off the urn
- d) Start the dishwasher
- e) Check bins are out for collection, Put out Tuesday afternoon, for collection Wednesday
- f) Take mail to the post office

3. Arm the security system (if applicable), and exit the building:

- The security system at Morwell is not currently in use.

4. Locate the key safe, and return the keys:

- On the Fence at the back of the building.
- Scroll the numbers until the code is 6766.
- Push the switch up.
- Remove the key and lock the building.
- Return the key to the key safe, close and mix all the numbers up.