

SECURITY CHECKLIST EMPLOYEES HANDLING CASH AND WORKING ALONE

Name of Unit: _____ Name of supervisor: _____

Name of employee: _____ Name of evaluator: _____

Date of assessment: _____

Yes No N/A

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CASH AND MERCHANDISE CONTROL

- Do you have a policy to control cash and valuables in the workplace?
- Do you have a procedure to minimize the cash availability?
- Do you use devices such as drop safes to limit the cash-on-hand to less than \$50?
- Do you post signs in prominent places notifying the public that limited cash is kept on the premises?

Yes No N/A

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VISIBILITY

- Do you have good visibility in the workplace to discourage robbery?
- Are doors and windows clear of signs, posters and window displays to allow good, two-way visibility of the cash handling area?
- Is the checkout stand or cash register located near the front, and in the centre, of the business where it is clearly visible to observers outside?
- Is the cash register visible from all sides?
- Are shelves and counters kept low enough for good visibility throughout the premises?
- Are all indoor lights bright and working properly?
- Is the entrance to the building easily seen from the street and free of heavy shrub growth?
- Is lighting bright in parking and adjacent areas?

Yes No N/A

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EMPLOYEE TRAINING

- Do you ensure employees are trained and competent to work alone safely?
- Do you provide training on working alone to employees?

Yes No N/A

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DOES THE TRAINING PROGRAM INCLUDE?

- The use of a "Robbery Awareness Education Kit", or equivalent resources?
- Strategies used by the business to discourage robberies?
- How to behave during a robbery attempt?
- Training in conflict resolution and non-violent response to threatening situations?
- Training in emergency response procedures for robberies and other crimes on site?
- Proper maintenance of the security system?
- How employees get timely assistance when needed?
- Testing employees' knowledge at the end of the orientation program?

Yes No N/A

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Others? Specify: _____

Yes No N/A

SECURITY SYSTEM

Do you have a security system at your work site?

Do you post signs in prominent places to publicize the use of security systems at the work site?

In choosing the security system, has consideration been given to the following systems?

Video surveillance camera

Alarm (personal and remote)

Mirrors

Observation windows

Height markers

Alarm(s) bell on external doors with panic bar

Others? Specify: _____

Yes No N/A

COMMUNICATION

Do you have an effective means of communication for employees to contact persons capable of responding when employees need immediate assistance?

Does the method of communication involve one or more of the following?

Regular telephone, cell phone, or radio contact with designated person?

Personal alarm system?

The use of regular security patrols?

Agreements with a nearby business for regular visual and/or telephone contact?

Are emergency telephone numbers (police, employer, etc.) prominently displayed and readily accessible by the employees?

Others? Specify: _____

Yes No N/A

OTHER MEASURES

Have you eliminated all easy escape routes for robbers?

Have you considered the use of protective shielding to protect employees?

Have proper resources (e.g. local police service, consultants, designated staff) been used in establishing policy and procedures for employees working alone?

Other observations:

Recommendations:

