

SAFETY AND SECURITY AUDIT CHECKLIST

Use this checklist to see how well you are applying safety and security precautions in your business.

Engineering Controls

- Access to an outside phone line
- Emergency numbers listed on the phone
- Bright external lighting
- Working indoor lights
- Windows with an unobstructed view
- Cash register in clear view
- Time-access or drip safe
- Security cameras and mirrors
- Height markers on exit doors
- Sprinklers and smoke alarms
- Fire fighting equipment checked regularly

See “Locks, Lighting and Layout” and “Crime Prevention Through Environmental Design” for more information.

Administrative Controls

- Emergency procedures
- Open and close procedures
- Cash control procedures
- Late night cash procedures
- Limited cash kept on site
- Signs such as “no cash/no drugs kept on premises”
- Trained employees
- No staff who work alone

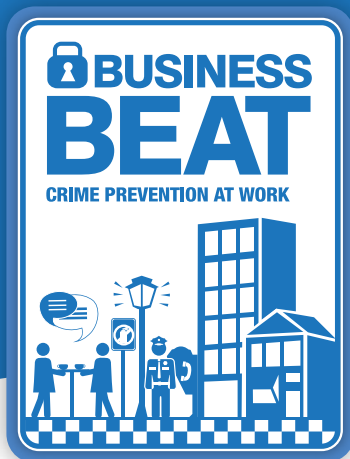
See “Hold Ups – Precautions” and “Dealing with violent or aggressive customers” for more information.

Security Control Plan

- Emergency and/or security plan
- Floor plan on display showing emergency exits and equipment
- Offender Description Form on file (and staff know where to find it)
- Formal and/or informal staff training sessions at regular intervals

See “Offender Description Form” for more information.





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Protecting Your Business

- Customer entry is restricted to one door only, especially at night
- Other entrances are kept locked at all times
- Electronic sensors are fitted at the entrances
- Staff have a clear view across the premises at all times
- Security mirrors are installed to make hidden areas visible
- Closed-circuit cameras are installed
- List of high-risk clients and customers is visible to staff
- Good working relationship with the local Police

See “Hold Ups – Precautions”, “Locks, Lighting and Layout” and “Dealing with Violent or Aggressive Customers” for more information.

Protecting Transactions and Goods

- Prominent signs telling customers that:
 - Bag inspections may be carried out
 - Goods will not be exchanged without a receipt
 - Thieves will be prosecuted
- Staff know their rights in dealing with a possible theft
- Goods most likely to attract thief are watched more closely by staff
- Expensive items are secured in locked display cabinets
- Identifying tags such as electronic bar codes, shop ID stickers, or ink tags are fixed to goods
- Price tags cannot be removed or switched
- Customers with bags, loose-fitting clothing, prams or trolleys are monitored by staff
- Fitting rooms are closely controlled
- Price tags and items are checked at point-of-sale for evidence of alteration or damage
- Customer's signature is checked to verify it matches the one on the credit card
- Credit cards are checked for signs of tampering; expiry dates are checked
- Supporting ID (e.g. drivers licence) is checked to verify the card owner's details
- Safe banking procedures are followed (different times, different routes) when depositing takings
- Delivery personnel, suppliers, and other visitors are escorted while on the premises

See ‘Shoplifting – Reducing the Risk’ for more information.

For further information and advice, please do not hesitate to contact your **local Police Crime Prevention Officer** at the Central Metropolitan Police District Crime Prevention Office on **9286 7200**. They are more than happy to visit your premises to provide free onsite safety and security advice and training for your business and employees.



This factsheet contains general guidelines for increasing security of small businesses. No responsibility is accepted for any damage, injury or loss resulting from application of these guidelines.

Reference: “Crime prevention kit for small business: is your business secure?”
National Community Crime Prevention Programme, Attorney-General's Department, Canberra ACT 2004.