LOCKS,
LIGHTING AND LAYOUT

Effective security reduces the opportunity for crime, as well as associated repair and insurance costs. Security measures apply at three levels – perimeter, exterior and interior. Consider applying some or all of these suggestions to your business.

Interior

- Install lighting that discourages or deters unlawful activity.
- Install keyed alike locks on all windows; make sure they are accessible in an emergency.
- Replace glass with an alternative such as laminated glass, or protect with security film.
- Install smoke alarms (compliant with Australian Standard 3786).
- Clearly identify separate entry and exit doors.
- Install security mirrors to extend your vision to help protect your goods from theft or vandalism.
- Use signs, coloured floor coverings, and natural boundaries to mark "no-go" areas.
- Install an intruder alarm (compliant with Australian Standard 2201), cameras, or monitored closed circuit TV to deter crime and identify offenders.

- Install a quality safe designed to Australian Standards (AS/NZ3809:1998).
- Safes should be installed by a reputable and licensed installer. See the Security Agents Institute of Western Australia (SAIWA).

Perimeter

- Trim trees and shrubs to remove hiding places and give clear view of your premises.
- Install fences and gates that act as a deterrent; maintain them in good condition.
- Use signs, landscaping and perimeter lighting as barriers and deterrents; install motion activated floodlights to call attention to suspicious activity.
- Install bollards to prevent vehicle ram raids.
- Lock or store any items (such as ladders, tools, staff cars) that could aid an offender.
- Lock or chain rubbish bins away from the building to reduce the risk of arson damage.

Exterior

- Keep external lights on all night to allow Police, security officers and the public to clearly observe suspicious activity. Being able to see into and out of the business maximises opportunities for surveillance.
- Install solid wood or metal entrance doors, or security doors with double cylinder deadlocks that comply with fire regulations.
- Install solid doors and window frames that do not shrink.
- Cover external door hinges to prevent hinge pin removal.
- Lock all doors and windows when you leave the premises.
- Control the distribution of keys to staff.
- Test your locks regularly to ensure they work.