



# 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 of staff.
- Time-access or drop safe.
- Security cameras and mirrors.
- Height markers on exit doors.
- Sprinklers and smoke alarms.
- Fire fighting equipment checked regularly.

## Administrative Controls

- Emergency procedures.
- Open and close procedures.
- Cash control procedures.
- Late night cash procedures.
- No cash kept on site.
- Signs such as “no cash/no drugs kept on premises”.
- All employees appropriately trained in procedures
- No staff who work alone.
- Do not allow staff to leave personal belongings in sight of customers.

## Security Control Plan

- Emergency and/or security plan.
- Floor plan on display showing emergency exits and equipment.
- Incident Report Form on file (and staff know where to find it).
- Regular staff training and education to refresh and provide up to date security plans.

## 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.

*This factsheet contains general guidelines for increasing security of your business and/or workplace. No responsibility is accepted for any damage, injury or loss resulting from application of these guidelines.*



## 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 understand their rights when dealing with a possible theft.
- Goods more likely to attract thieves are easily monitored by staff and/or secured.
- 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.
- 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.
- Do not allow multiple payWave/ PayPass transactions.
- Safe banking procedures are followed (different times, different routes) when depositing takings.
- Delivery personnel, suppliers, and other visitors are escorted while on the premises.

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