



CASH HANDLING

Handling cash in public view gives thieves a tempting target.
Use safe cash handling procedures to reduce risk.

Safe Cash Register Procedures Include

- Open the cash drawer only while you are using it.
- Close the cash drawer before you package goods.
- Ignore distractions when handling cash.
- Lock the cash drawer and remove the key when not in use.
- Count and transfer cash out-of-sight.
- Leave cash drawers open and empty when leaving the premises unattended overnight to deter break-ins.

To Reduce Risk When Transporting Cash To The Bank

- Take turns with other staff to take cash to the bank.
- Carry a mobile phone and tell another staff member where you are going.
- Go to the bank at irregular times and use different routes.
- Don't use public transport.
- If using your car, lock car doors and don't leave the car on the way to the bank.
- If using a taxi, order it by phone.
- If walking, keep to the busy streets.
- Don't advertise that you are carrying cash (e.g. don't use a marked bank bag).
- Don't talk publicly about cash movements.
- Tell other staff members when you expect to return from the bank so an alarm can be raised if necessary.

- Be aware of drivers or other people behaving suspiciously.
- Use bank security drop facilities.
- If using a night safe, don't expose cash until the safe is opened.
- Change the locks if a safe or door key cannot be accounted for.
- Use a cash transit company, particularly when moving large sums of money; consider joining other small businesses in your area to hire a cash transit company for regular use.
- Reduce cash transactions by accepting cheques, credit cards and EFTPOS.

*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.*