

Security and Theft Prevention

Safety Meeting Packet

Protect Your Workforce



When establishing or updating a security and theft prevention policy, one of the best things a business can do is complete a security assessment.

A security assessment is used to identify the strengths and weaknesses of a current security program and should provide recommendations on how to mitigate risks and allow an organization to achieve their safety goals.

A security assessment should answer the following questions:

- Is the business a potential target?
- How do employees feel about the current security plan?
- Who is responsible for developing and overseeing the security plan?
- How are security policies enforced?
- Is it time to update the current emergency preparedness plan (including fire, power failure and disaster)?
- Where are the closest emergency services?
- How rapid are the response times for police, fire, medical, and other local resources?
- Are there security systems or other controls in place?
- Is the potential threat covered by existing plans and resources?
- Is there insurance in place, should anything happen?

Increasing Security

If the security assessment identifies a need for improvement, consider the following recommendations for increasing security:

- Key-card access systems at entrances.
- Issue badges to employees and authorized visitors.
- Use intercoms and closed-circuit monitoring devices to monitor perimeters.

- Keep master and extra keys locked in a secure office. Keep important information secure.
- Ensure there is a crisis communication procedure in place. Make sure key personnel and security officers know how to alert others of a crisis. In case of phone outages, have a backup communication system.
- Arrange office furniture and walkways so unauthorized visitors can be easily noticed. Follow strict access control procedures for staff and visitors; do not allow exceptions.
- Keep offices clean and organized to easily identify strange objects or unauthorized people. Empty trash often.
- Keep communication equipment secured in a locked room or cabinet.
- Avoid being alone in stairwells and other isolated areas. Try not to ride the elevator alone with a suspicious person.
- If the restroom doors can be accessed by the public, keep them locked. Office personnel should control the keys to monitor visitors in the restrooms.



Outdoor Jobsites

Unattended Work Sites

Most jobsites do not have employees present twenty-four hours a day. When the site is not staffed, consider taking these steps to enhance site security.

Improve lighting, install a fence, or add jobsite cameras to discourage trespassers. Even a fake camera and signage can deter a possible thief. Installing an alarm system that notifies the police department provides an extra layer of security.

Lock up tools and materials at the end of the day, put everything in a locking tool box on a truck, room with a deadbolt, storage shed with a padlock, or other secure location. At the end of each workday, position the most valued property so it is difficult to steal. This can be done by lifting it out of reach, blocking it in with heavy vehicles, or tying it down.

Only take delivery of what can be installed in one day. If this is not possible, lock materials up until they are ready for use.

If there are neighboring buildings that are attended at all hours, ask neighbors to keep watch for suspicious activity. Hiring security guards is an expensive alternative, but worth consideration to protect valuable equipment and deadlines.

Discourage Employee Theft

Unfortunately, theft by employees does occasionally occur. An employer can take steps to deter employees from stealing.



Keep a clean, organized jobsite. Tools are easier to steal when sites get messy. Theft is also more likely if employers show disregard for their equipment.

Make sure policies and expectations are known and emphasize that the employer takes security seriously. Stop by jobsites unannounced to monitor activity.

Keep an up-to-date inventory of workplace materials to quickly become aware when things go missing.

Recovery

In addition to preventing theft, it is important to be prepared should a piece of equipment or tool go missing.

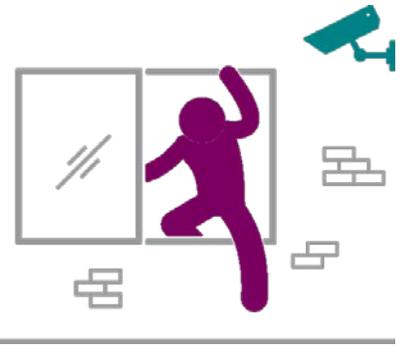
Keep an up-to-date inventory, including photographs and serial numbers, in a secure location. This will help to report missing equipment faster, show police exactly what is missing, and claim recovered items quickly. Mark equipment with identification twice, once in plain view and another in a hard to find location. If heavy equipment is used, consider installing a GPS locator.

Indoor Jobsites

Preventing Break-Ins

Indoor jobsites pose a different set of security challenges, but one or more of the measures below can help to secure a site.

- Keep some lights on overnight.
- Install deadbolts on any outside doors.
- Confirm that windows and doors are securely locked before leaving the workplace. In the morning, check them again and see if anything has been opened or tampered with.
- Keep entrances and exits secure.
- Make sure the security system alerts the police or local authorities in event of a break in.
- Install motion-activated lights by all ground floor entrances and windows.



Security Issues

Setting a few internal security procedures can serve as the first line of defense against security and theft issues. Consider procedures to:

- Complete background checks on all employees.
- Set strict and clear policies related to employees' entry to, and exit from, the workplace. Make sure these policies are followed.
- Conduct checks of employee gathering spaces such as locker rooms and break rooms.
- Set clear policies about criminal activity and wrongdoing among and by employees.
- Control people entering and exiting the workplace.





Security and Theft Prevention Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
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(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees Not Present: _____

Suggestions/Recommendations to Improve Workplace Safety and Health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
