

WORKING ALONE, WORKING WITH MONEY, WORKING WITH THE PUBLIC

Small businesses operate across a wide range of industries, and people in small business may work with money, work with the public, and work alone. This may mean that small businesses are exposed to hazards such as robberies or threats such as violence. This checklist will help you address these hazards in your workplace and reduce the risk of incidents or injuries. You should involve your workers in filling out the checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Working with money

- Is there a safe process for counting, storing, handling and transferring money? Yes No
- Are registers cleared regularly to maintain a small cash float? Yes No
- Are credit card and EFTPOS facilities offered to reduce the amount of cash taken? Yes No
- Is banking done by more than one person and/or at different times of day? Yes No
- Are all workers trained in cash handling procedures? Yes No
- Are all workers trained in what they should do in the event of a robbery? Yes No

Working during higher risk times and working alone

- Are there safe processes for opening and closing times (and working at night)? Yes No
- Are rosters arranged so that more than one person is working at once if possible? Yes No
- Is public access to your business restricted if workers are working alone? Yes No
- Are there special safety procedures in place if workers are working alone? Yes No
- Do workers always have a way of quickly and easily contacting management? Yes No
- Are all workers trained in these procedures? Yes No

Systems

- Do you have a surveillance or security system? Yes No
- Do you have an electronic sensor system to alert workers of clients in the premises? Yes No
- Do workers have access to personal duress alarms or panic buttons? Yes No
- Have you publicised the safety and security procedures and systems you have? Yes No

Design

- Do you have good internal and external lighting? Yes No
- Do workers have a safe area they can retreat to in the case of a robbery or other threat? Yes No
- Are counters and floor spaces designed to reduce the risk of physical violence? Yes No
- Have other design issues been considered (eg solid exterior doors, internal mirrors, window bars or grills, secured rear access)? Yes No