



Business Security Checklist

This business security checklist is designed to assist business owners to identify potential areas of vulnerability and improve security measures to help reduce the risk of crime.

Complete the checklist below. With every 'yes' you tick your business becomes more secure. (Please note this is a guide only)

Street View		Yes	No
1.	Is the business name and number clearly displayed and visible from the street?		
2.	Does the premises have a perimeter fence which clearly defines the boundary?		
3.	Are fences gates secure and of an appropriate height to prevent trespassing?		
4.	Are warning signs displayed? i.e. 'Monitored alarm in operation' 'Trespassers will be prosecuted'.		
5.	Are trees and shrubs managed and maintained to give good visibility and natural surveillance?		
6.	Have all potential hiding spots been identified and addressed?		
7.	Are bins secured to prevent them from being used as climbing aids?		
8.	Is graffiti promptly removed to discourage further attacks?		
9.	Is rubbish or waste (e.g. cardboard boxes) removed regularly to discourage arson?		
Doors and Windows			
10.	Do you have adequate locks on all doors and windows to restrict access?		
11.	Are all locks in good working order?		
12.	Do you have security screens on windows?		
13.	Do staff check that all doors/windows are closed/ locked at the end of the business day?		
Security Lighting			
14.	Is security lighting installed outside your premises, including car parks? (Floodlights, sensor lighting).		
15.	Is security lighting adequate and in good working order?		
16.	Is sufficient lighting left on (after hours) so people can see into your premises from the street?		
Security Alarms			
17.	Are the premises protected by a security alarm?		
18.	Is the security alarm system monitored?		
19.	Does the security alarm have a duress or manual activation function?		
20.	Is the security alarm tested on a regular basis?		
Floor plan/layout			
21.	Are entrances and exits monitored (or able to be monitored) by staff or security?		
22.	Do counter widths/height prevent people from accessing the cash register or staff?		
23.	Is access restricted to the area behind the counter, staff areas or where cash may be counted?		
CCTV			
24.	Do you have a CCTV system installed?		
25.	Was the equipment installed by a professional licensed company?		
26.	Are the cameras monitored?		
27.	Is there signage clearly indicating that CCTV is in operation?		
28.	Do the CCTV cameras cover the entrances and exits to your building?		
29.	Can CCTV cameras clearly capture faces of people entering/ exiting or waiting at the counter?		
Safes			
30.	Do you have a safe installed?		
31.	Is the safe securely anchored and kept locked and away from public view?		
32.	Do you have a register of all people who have access to the safe key or combination?		



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Cash Handling		Yes	No
33.	Do you have a lockable cash drawer/register?		
34.	Is the cash register/drawer in an appropriate location to prevent customers from accessing it?		
35.	Do you have an established cash handling procedure?		
Keys and Security Swipe Cards			
36.	Do you maintain a key/card register?		
37.	Are all spare keys/cards secured?		
Property Marking			
38.	Are make, model and serial numbers of business items recorded? i.e. computers, CCTV cameras etc.		
39.	Is your business property photographed and/or permanently marked for easy identification.		
40.	Do you have adequate insurance?		
Totals			
Use the matrix below to calculate your security level			

How many times did you answer YES?	
1 – 10 (25%)	Please review your current security measures.
10 - 20 (50%)	It's a good start - but there is still room for improvement.
20 - 30 (75%)	Well done – you are working hard to ensure your staff and business remain safe.
30 – 40 (100%)	Excellent – you take safety and security seriously and are ensuring a high level of protection for your staff and business.
% are approx. guide only	

Emergency contact numbers

- Police assistance **131 444**
- For life threatening emergencies **000**

Ranger & Community Safety Services

The City's Ranger & Community Safety Services team aims to provide peace of mind by discouraging anti-social behaviour in our communities.

- Rangers operate seven days a week providing assistance with local law matters such as animal control, parking, fire hazard reduction, litter and illegal dumping and off-road vehicles.
- Community Safety Officers provide community patrols, hot spot patrols, safety and security advice and a holiday watch service.

Please call **1300 422 664** for assistance or visit **canning.wa.gov.au** for more details.

The Ranger & Community Safety Services team works closely with Police; however they do not act as a replacement.

To report a crime or suspicious activity, always contact the Police first on **131 444** or, in the case of an emergency, call **000**.

Graffiti

To report graffiti or vandalism call the Graffiti Hotline **1800 44 22 55** or visit **goodbyeGraffiti.wa.gov.au**