





## **ROBBERY PREVENTION SAFETY TIPS**





### **Be Prepared**

- Ensure your interior and exterior view is not obstructed
- √ Keep back entrances closed
- Ensure you know how to trigger any panic alarms
- √ Keep emergency numbers programmed on phones or posted close by
- Have a pen and paper handy to write a description of anything suspicious
- Remember that your safety is the first priority. Cash, tools and products can always be replaced

### **Work Safe**

- Make eye contact and offer assistance as customers enter
- ✓ Look for inconsistencies in typical customer behaviour
- ✓ Promptly report suspicious behaviour to police
- √ Keep the cash float secure and out of view
- ✓ Immediately lock up display cases with valuable materials, sharp objects and tools.
- Do not react to customer anger or insults
- √ When a suspicious person has left, write a description
- ✓ Don't be a hero. Give up the money and do not resist

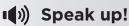
## Finish Right

- √ Count cash behind the counter or in another room
- ✓ Clean the work area to ensure unobstructed interior and exterior sightlines
- Empty garbage during daylight hours
- ✓ Report any hazards such as burned out bulbs, sticky door locks or security system problems to your supervisor
- Notify your supervisor of any suspicious customer behaviour









If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.





## **HOW TO USE SAFETY CHECKS FOR WORKERS**

Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference



# OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Careful design of premises with barriers and good sightlines
- Procedures to reduce the risk of robbery and violence
- Scheduling adequate staffing
- Signage and visible deterrents indicating surveillance
- Training on safe practices, and recognizing and handling potentially violent incidents

Date:	Topic:	
Safety Check Session Leader:		
Learner Name (Please print)		Signature





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