

Sample Safety Checklist

*For Employees Working Alone**

Use this checklist when developing or reviewing strategies to protect those who work alone. Go over every aspect of your workplace to identify possible hazards. Check “Yes” or “No” to indicate whether or not items are available or present in your workplace, or “N/A” for items that do not apply to your workplace.

Add or delete items as necessary for your particular workplace. If you notice any other risks to workers that are not listed here, add them in the space provided

| Worker Safety & Training | Yes | No | N/A |
|--|------------|-----------|------------|
| Have young and new workers been provided with a proper orientation? | | | |
| Do workers understand the hazards and risks of the workplace? | | | |
| Have workers been instructed on how to handle potentially violent incidents? | | | |
| Have workers been provided with phone numbers and instructions for dealing with an emergency or violent encounter? | | | |
| Are workers aware of their health and safety responsibilities? | | | |
| Have workers been provided with propane training if they need it? | | | |
| Are workers aware of a process for reporting and correcting unsafe work situations? | | | |
| Are workers aware of the process for refusing unsafe work? | | | |
| Are workers aware of the location of a copy of relevant legislation? | | | |
| Are workers aware they must cooperate with inspection officers? | | | |
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* Adapted from WorkSafeBC booklet: *Working Alone — A Handbook for Small Business*.

| Employees working alone | Yes | No | N/A |
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| <p>Is there a check-in procedure in which someone contacts lone workers regularly or they contact someone to ensure they are okay?</p> <p>Check times should take into account variables specific to the store's location, for example:</p> <ul style="list-style-type: none"> • In a secluded area • Near a forest • In a residential area with nearby houses • Near other businesses open late at night <p>Types of checks could include:</p> <ul style="list-style-type: none"> • Phoning in or monitoring workers via CCTV • Getting someone from another business nearby to check on the worker | | | |
| <p>Is there a plan if the worker does not respond to a check such as a phone call?</p> | | | |
| <p>Is there adequate supervision of the day and night shifts to ensure workers are following procedures? For example, checking periodically to make sure they have locked the doors or are wearing their necklace alarms. What does this supervision involve? (Answer in the space below.)</p> | | | |
| <p>Are back doors ever open or unlocked when a worker is alone?</p> | | | |
| <p>Do workers take out garbage alone at night?</p> | | | |
| <p>Is the garbage bin in a well-lit place?</p> | | | |
| <p>Do the workers follow your working alone procedures?</p> | | | |
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| Building layout & design | Yes | No | N/A |
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| Is it easy to distinguish public areas from private areas such as offices? | | | |
| Is access to worker-only areas controlled with locks? | | | |
| Is the cash-handling area separate from the general workplace? | | | |
| Do counters have an elevated place for cash registers? | | | |
| Are anti-jump barriers fitted in front of the sales counter? | | | |
| Is alternative access to the building blocked (aside from fire exits)? | | | |
| Is public access to washrooms controlled? | | | |
| Are there bushes, or unlit or overgrown areas, where someone could hide? | | | |
| Are any areas not visible to workers? | | | |
| Are unoccupied rooms locked? | | | |
| Is the designated smoking area located in a well-lit, safe outdoor location? | | | |
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| Visibility & lighting | Yes | No | N/A |
| Can workers see in and out of the store, or do posters, signs, and bushes block their view? | | | |
| Are workers visible to potential witnesses outside? | | | |
| Do mirrors help workers see the whole store? | | | |
| Does lighting ensure that would-be thieves or robbers will be recognizable? | | | |
| Do tinted windows prevent workers from seeing would-be aggressors outside at night? | | | |
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| General store impression | Yes | No | N/A |
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| Does the workplace look cared for? Is there graffiti or vandalism? | | | |
| Are fences and other security measures well-maintained? | | | |
| Are workers dressed to suit the general appearance of the store? | | | |
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| Signage and emergency information | Yes | No | N/A |
| Are emergency numbers posted in a prominent place or on phones? | | | |
| Are robbery-prevention signs prominently displayed? (For example, "Area monitored by video camera," "Store has less than \$40 after dark," and "Time-Lock Safe—Clerk Cannot Open.") | | | |
| Is there a coloured height chart next to the entrance? | | | |
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| Tools & equipment | Yes | No | N/A |
| Are knives and other sharp objects kept out of sight and reach of customers? | | | |
| Can anyone grab and use tools or other items as weapons against workers? | | | |
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| Opening and closing | Yes | No | N/A |
| Do workers work in pairs at opening and closing, especially when doing the rounds at the end of a shift? | | | |
| Do the written procedures for opening and closing emphasize personal safety? For example, "Don't count the cash from the till at the sales counter." | | | |
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| Cash handling | Yes | No | N/A |
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| Are cash-handling areas positioned away from entries and exits? | | | |
| Is it standard practice to keep as little cash in the till as possible? | | | |
| Are large bills put into a drop box, safe, or strongroom that is out of sight? | | | |
| If there are counter safes, are they fitted with time-delay locks? | | | |
| Do workers make deposits at night or alone? | | | |
| When workers make deposits together, do they face in opposite directions to keep an eye on the surroundings? | | | |
| Does the time and routine for making deposits vary from day to day to make them less predictable? | | | |
| Do workers transport cash in a bag that has the company logo or otherwise makes it obvious they are carrying cash? | | | |
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| Traveling to and from work | Yes | No | N/A |
| Do workers have the option of asking for an escort to walk to their cars or the bus stop? | | | |
| Can workers park nearby and within sight of the store, especially at night? | | | |
| Is evening or night parking normally available nearby? | | | |
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| Regular checks | Yes | No | N/A |
| Do you conduct risk assessments for violence annually or whenever there are significant changes in the workplace? | | | |
| Do you conduct an incident investigation whenever there is an accident or violent incident? | | | |
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| Security guards and equipment | Yes | No | N/A |
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| Are there door alarms to alert workers that someone is entering the store? | | | |
| Are security guards or buddy systems available at the location? | | | |
| Is a closed-circuit television or surveillance camera installed? | | | |
| Is a silent, centrally monitored holdup alarm installed? | | | |
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Follow-up!

| What needs to be done? | By Whom? | By When? | Done? |
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