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| RECORD OF TOOL BOX TALK |
| Workplace: | Date: |
| Name of supervisor or presenter: | Time: |
| Topics discussed  |
| Securing premises and vehicles at night |
| **CONSIDER**: A daily risk for all dealership is safely securing property and stock against the event of a break-in.Failure to understand this risk by employees will result in theft, which impacts the company’s profits.The first measure we must take every day is to secure the premises on closing.**It is everyone’s responsibility to show due regard, judgment, and responsibility when securing the premises at night.**Here are some ways we can reduce the risks:* The manager will be the last person to leave the premises and will accept responsibility for site security.
* No employee other than the manager will have access to the site keys or the vehicle safe combination.
* Before leaving, make sure that the manager completes a walkthrough of the business and checked off all door security.
* No employee other than the manager will have access to the site keys or the vehicle safe combination/ keys.
* Ensure all customers have left the premises. Check toilets etc.
* Ensure all vehicles are locked and all vehicle keys are secured.
* Turn on any security systems and all security lighting is operational. Report damaged lights.
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