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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. | |