



Do You Have A Workplace Security Checklist?

	Yes	No
1. Do you have written policies covering employee theft, workplace violence, drug trafficking and other criminal activities that might occur in the workplace?	___	___
2. Do you check references and conduct background checks when hiring new employees?	___	___
3. Are employees told to report any strangers they see in the facility or on company property?	___	___
4. Are employees instructed never to lend their security badge, keys, access cards, etc. to anyone?	___	___
5. Do you use surveillance cameras to monitor high-risk areas of your facility, such as loading docks, warehouses, and outdoor storage areas?	___	___
6. Are keys and access codes or cards given only to company employees and only to employees who need them to gain access to their work area(s)?	___	___
7. Are keys, access cards, and ID badges recovered when employees leave the company?	___	___
8. Are locks and codes changed after any incident of suspicious activity, or when an employee with access to critical areas of information is fired or leaves under strained circumstances?	___	___
9. Are computers protected by passwords known only to operators and other authorized personnel?	___	___
10. Are all visitors required to sign in and out at a central reception area and escorted to and from their destinations within the facility?	___	___
11. Are employees required to enter and leave the facility through assigned entrances and exits?	___	___
12. Are staff members trained to identify suspicious packages?	___	___
13. Do staff members understand what to do if a suspicious package arrives?	___	___