

CHECKLISTA FOR THE SECURITY INDUSTRY

Alarm and Response

USE THE CHECKLIST LIKE THIS

- Answer the questions with yes or no. If your “x” is in the box on the right, continue on and fill in the three following columns. The answers serve as an action plan that can be part of your systematic work environment management.
- Make a risk assessment of the faults that come to light.
- Are there questions or sections that do not apply to your organization? Cross them out! Do you think that something is missing? Add it!
Adapt the Checklist to your situation!
- Fill in the checklist together: manager, team leader and safety representative/union representative
- Go through the checklist regularly, for example twice yearly.
- **Follow up to be sure your decisions are carried out!**
- Read the appropriate laws and directives at the Swedish Work Environment Authority’s homepage: www.av.se.
- Go through the other checklists at Prevent’s homepage: www.prevent.se

Date: _____

Company: _____

Participants: _____

Risk assessment

Low risk – will be provided against in the long run
 Increased risk – must be attended to
 High risk – immediate action must be taken

Note: Use the tab key to move to the next field and the space bar to mark the check boxes.

| | Risk assessment | | | What needs to be done? Is outside help necessary? | Who is responsible for getting it done? | When should it be finished? |
|---|--------------------------|--------------------------|--------------------------|--|--|--------------------------------|
| | Low risk | Increased risk | High risk | | | |
| 1. a) Has the employer seen to it that new security guards receive the orientation they need? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) Have new security guards been informed of risks in the workplace? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 2. Are serious workplace accidents and incidents reported to the Swedish Work Environment Authority? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

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| 3. a) Is a security survey carried out for all clients/assignments? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) Are security guards aware of all risks? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 4. Do security guards have the skills and training necessary to carry out all tasks during the shift, e.g. about: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| a) conflict management? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) dealing with violent individuals and/or drug users? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| c) the right to discontinue work due to serious risk to life or health? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| d) ergonomics? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| e) working at monitors? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| f) the technical equipment, for example the switchboard? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| g) client specific training and knowledge of chemical risks at the client's premises? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 5. Are there written assignment instructions? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 6. Is it possible to adjust the climate in the car to suit conditions? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

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| 7. a) Is there a driving policy? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) Is compliance with the driving policy monitored? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 8. Is the driver's compartment free of loose objects which could injure employees in the event of an accident or rapid braking? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 9. a) Do security guards have personal protective equipment such as protective vests, knife gloves and other equipment? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) Does the company monitor the use of the protective equipment? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 10. Does every security guard have: a) an alarm that with <i>one</i> press of a button signals the monitoring and alarm receiving center? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) equipment that he/she knows how to use? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| c) an alarm in good condition? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| d) an alarm that is easy to use? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| e) organised fast response back-up? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 11 Is the intruder alarm at the client's premises tested regularly? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

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| 12. Does the alarm cover all areas where employees work? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 13. Can employees communicate with supervisors and colleagues? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 14. Are there routines and readiness in the company for quickly taking care of security guards subjected to threats or violence? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 15. Does the company have a current next-of-kin list? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 16. a) Are all affected security guards always informed of incidents of threats or violence? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) Are such incidents followed up? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 17. Does management see to it that there are written reports of threats, violence or other incidents that have a negative impact on the work environment? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 18. Are there routines to support security guards subjected to threats and violence in questions that concern a) work? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) the legal procedures stemming from the incident? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

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| 19. Does the company/work team meet regularly for information and discussion purposes? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 20. Are security guards encouraged to report faults or other problems in the work environment? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 21. Is the assignment carried out in a high crime area? No <input type="checkbox"/> Yes <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 22. Is backup from colleagues or other patrols available? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 23. Do security guards come into contact with unknown chemicals? No <input type="checkbox"/> Yes <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 24. a) Are security guards informed of safety warnings for risks at the client's premises? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) Does the company have access to the client's safety instructions for chemicals? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 25. Are there assignments that include safety risks that could be remedied by: a) camera surveillance, better lighting, alarms, gates or other measures? No <input type="checkbox"/> Yes <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) working in pairs? No <input type="checkbox"/> Yes <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 26. Is timed scheduled for vehicle checks? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

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| 27. Does the employer supply dependable flashlights with good beams? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 28. Do employees who are to help security guards in emergency situations have: a) sufficient local knowledge? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) skills in handling violence? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| c) safety equipment? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 29. Are security guards walkways cluttered (risk of tripping or accidents)? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 30. a) Are breaks in accordance with laws/labour contracts possible? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) Is it possible to use the toilet? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 31. Additional? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

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