

CHECKLISTA FOR THE SECURITY INDUSTRY

Static Guard Duty

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 per 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

	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"/>			

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			
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"/>			
c) Are security guards aware of the assignment instructions for each client/assignment? 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, for example 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. a) Do security guards have protective equipment such as protective vests, knife gloves and other protective equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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			
b) Does the company monitor the use of this equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6. Does every security guard have: a) an alarm that with one 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) an alarm in good condition? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c) an alarm that is easy to use? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
d) 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"/>			
e) organised fast response back-up? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Does the alarm cover all the areas where security guards work? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8. a) Is the intruder (assault) 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"/>			
b) Are there routines for security guards to check their own alarms? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9. Can security guards communicate with supervisors and colleagues? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10. 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"/>			

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?
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11. 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"/>			
12. 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"/>			
13. 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"/>			
14. 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"/>			
15. 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"/>			
16. 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"/>			
17. Does the assignment involve opening mail and if so are security guards aware of the security and secrecy routines to observe? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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			
18. a) Do security guards have assignment instructions concerning the client's wishes in the event of fire, bomb threats and other emergencies? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) Have security guards carried out drills covering these emergencies together with the client and company supervisory personnel? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
c) Do security guards have assignment instructions for how their own safety is to be prioritized in relation to the client's wishes in the event of fire, bomb threats and other emergencies? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19. a) Is it possible to use a toilet? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
b) Is it possible to take breaks in accordance with labour contracts? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20. Additional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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