

# CHECKLISTA FOR THE SECURITY INDUSTRY

## Transport of Valuables

### 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](http://www.av.se).
- Go through the other checklists at Prevent’s homepage: [www.prevent.se](http://www.prevent.se)

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Participants: \_\_\_\_\_

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### 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			
<b>1. a)</b> 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>b)</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"/>			
<b>2.</b> 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			
<b>3. a)</b> 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>b)</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"/>			
<b>4.</b> Is the route to the client varied? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>5.</b> Is money handled in a locked room at the client's premises? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>6.</b> Does the door to the room where money is handled have a peephole? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>7.</b> Can the door to the room where money is handled be bolted from the inside? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>8.</b> 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"/>			
<b>a)</b> conflict management? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>b)</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"/>			
<b>c)</b> 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"/>			
<b>d)</b> knowledge of how night work and long shifts influence judgement? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>e)</b> specialised training for driving on duty? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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	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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<b>f) ergonomics?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>9. Can drivers plan their own trips (vary pick-up times)?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>10. Is job rotation possible for the drivers?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>11. Is the driver's compartment free of loose objects that could injure employees in the event of an accident or rapid braking?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>12. Do the vehicles have automatic transmission?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>13. Do the vehicles have AC or climate control?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>14. a) Are security guards aware of the company traffic policy?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>b) Do security guards follow the policy?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>c) Do drivers need a Class C license?</b> No <input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>15. Do security guards use safety belts?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>16. Can the driver park close to the client to avoid using the pavement as much as possible?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>17. Are security guards familiar with any technical equipment and able to use it correctly?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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	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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<b>18.</b> Is there mechanical help or other help for heavy lifting? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. a)</b> Is there a safety policy and a safety code? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>b)</b> Are all security guards aware of them? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>c)</b> Is compliance with them monitored? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>20.</b> Are there contingency plans? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>21.</b> Is there a safety officer? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>22.</b> 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"/>			
<b>23.</b> Are there routines to support security guards subjected to threats and violence in questions that concern <b>a) work?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>b) the legal procedures stemming from the incident?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>24. a)</b> 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>b)</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"/>			

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	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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<b>25.</b> Does the employer see to it that security guards perform their work in accordance with assignment instructions and policy? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>26. a)</b> Is it possible to take breaks in accordance with laws/labour contracts? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>b)</b> 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>27.</b> Additional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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