

# Loss Prevention

Take a proactive approach to loss prevention!



## Theft Protection

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This tip sheet is focused on general key points to help protect against vandalism and theft. Security is more important than ever because you can no longer rely on the eyes and ears of employees in an occupied location. This tip sheet contains advice that can help reduce the risks associated with burglary.

#### Interior perimeter

- All zones of the intrusion detection alarm system should be armed. Make sure all motion detectors are not obstructed by objects that could impair their proper functioning.
- Access (key, alarm code) should be restricted to a minimum. Ensure you have an updated list of all personnel that have a key or access code in their possession and reduce access to only those who need it.
- Ensure all doors and unprotected openings (windows and skylights) are locked and secured. We also recommend that all inside doors separating building sections should be locked.
- Keep some lights on at night.
- On site visits should be done at least once a week. All areas including the outside should be inspected. Keep logs of the visits. Collect mail so the premises do not seem to have been left alone for a long period.
- If CCTV cameras are present, ensure that back-ups are working. If remote access options via a website or an application are possible, verify them daily.
- If cash registers are visible from the exterior, they should be empty and left open. If you keep money on the premises, deposit it at a bank.

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- Move any valuable goods away from visible access points (doors and windows) so they are less attractive and visible to people walking past the store.

### Exterior perimeter

If you use a yard and trucks, and trailers or goods are present, here are some elements that should be considered that will help mitigate risk.

- Ensure that the lighting in the external perimeter including the yard is in good working condition.
- If the perimeter is fenced, ensure all gates are properly locked by a padlock. If the perimeter is protected by an intrusion detection component, ensure the component is not physically obstructed.
- Move any valuable goods away from the fence and store them in the centre of the yard so they will be more difficult to access.
- Empty cargo inside the trailers as much as possible. If cargo remains, ensure trailers are backed up to a building structure, cement blocks or to each other.
- If trailers are empty, leave rear doors open to avoid vandalism.
- If telemetry is available for the fleet, make sure it is properly activated to locate potential cargo or trucks. If pin locks are available, ensure they are installed.

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