



# CONSTRUCTION INDUSTRY CRIME PREVENTION PROGRAM of the PACIFIC NORTHWEST

## CICP Toolbox Talks Series

### Topic Site security walk through

#### Why is this important?

Establishing a safe, secure site helps to discourage criminal activity and prevent unwanted visitors on your site. This checklist will help in identifying and removing conditions that may provide opportunities for thieves. This is only a guide to be used in conjunction with your own site security practices.

## YARD & JOB SITE SECURITY CHECKLIST

| AREA              | <input checked="" type="checkbox"/> | ACTION                                                                               | NOTES |
|-------------------|-------------------------------------|--------------------------------------------------------------------------------------|-------|
| SIGNS             | <input type="checkbox"/>            | CICP Reward Signs posted on perimeter fences                                         |       |
|                   | <input type="checkbox"/>            | Other CICP signs such as No Trespassing and Parent Alert are posted in correct areas |       |
|                   | <input type="checkbox"/>            | Visible from street                                                                  |       |
|                   | <input type="checkbox"/>            | Company name is on all Reward signs                                                  |       |
|                   | <input type="checkbox"/>            | Company name on No Trespassing signs                                                 |       |
|                   | <input type="checkbox"/>            | Reward Decals on Equipment, tool boxes and tools                                     |       |
| PUBLIC ENGAGEMENT | <input type="checkbox"/>            | Distribute fliers and advise neighbors of work hours                                 |       |
|                   | <input type="checkbox"/>            | Distribute fliers to nearby businesses                                               |       |
|                   | <input type="checkbox"/>            | CICP Reward signs posted and visible                                                 |       |
| FENCING & GATING  | <input type="checkbox"/>            | Perimeter checked                                                                    |       |
|                   | <input type="checkbox"/>            | Temporary fence connections secure                                                   |       |
|                   | <input type="checkbox"/>            | Can police and citizens see inside?                                                  |       |
|                   | <input type="checkbox"/>            | Material stored away from fence                                                      |       |
|                   | <input type="checkbox"/>            | Closed when not in use                                                               |       |
|                   | <input type="checkbox"/>            | Hinges well secured                                                                  |       |
| SITE ACCESS       | <input type="checkbox"/>            | Access limited to employees, vendors, subs                                           |       |
|                   | <input type="checkbox"/>            | Limited points of access to job site                                                 |       |
|                   | <input type="checkbox"/>            | Visitors must check in and out                                                       |       |
|                   | <input type="checkbox"/>            | Visitors escorted                                                                    |       |
|                   | <input type="checkbox"/>            | Employees trained to report suspicious activities                                    |       |
|                   | <input type="checkbox"/>            | Delivery vehicles must check in and out                                              |       |
| LIGHTING          | <input type="checkbox"/>            | Is lighting adequate?                                                                |       |
|                   | <input type="checkbox"/>            | Has been checked at night                                                            |       |
|                   | <input type="checkbox"/>            | Bulbs tested                                                                         |       |
| JOB TRAILERS      | <input type="checkbox"/>            | Doors/windows facing out toward street                                               |       |
|                   | <input type="checkbox"/>            | No plants or items obstructing view from street                                      |       |
|                   | <input type="checkbox"/>            | Windows covered with bars or grill                                                   |       |
|                   | <input type="checkbox"/>            | Door hinges covered or welded                                                        |       |

**YARD & JOB SITE SECURITY CHECKLIST - PAGE 2 OF 2**

| AREA                                   | <input checked="" type="checkbox"/> | ACTION                                           | NOTES |
|----------------------------------------|-------------------------------------|--------------------------------------------------|-------|
| <b>CONNEXES</b>                        | <input type="checkbox"/>            | Openings face out toward street                  |       |
|                                        | <input type="checkbox"/>            | No cutting gases or tools stored nearby          |       |
|                                        | <input type="checkbox"/>            | Alarmed if necessary                             |       |
|                                        | <input type="checkbox"/>            | Locks recessed                                   |       |
| <b>KEYS &amp; LOCKS</b>                | <input type="checkbox"/>            | Maintain list of keys—checked in & out           |       |
|                                        | <input type="checkbox"/>            | Stored in secure area                            |       |
|                                        | <input type="checkbox"/>            | Keep closed, none hanging open                   |       |
|                                        | <input type="checkbox"/>            | Date last changed: _____                         |       |
| <b>VEHICLES</b>                        | <input type="checkbox"/>            | PIN/VIN Numbers logs                             |       |
|                                        | <input type="checkbox"/>            | Secure storage                                   |       |
|                                        | <input type="checkbox"/>            | Disabling                                        |       |
|                                        | <input type="checkbox"/>            | Locking                                          |       |
|                                        | <input type="checkbox"/>            | Keys removed and secured                         |       |
| <b>HEAVY EQUIPMENT</b>                 | <input type="checkbox"/>            | Pictures                                         |       |
|                                        | <input type="checkbox"/>            | Identifying marks                                |       |
|                                        | <input type="checkbox"/>            | Storage                                          |       |
|                                        | <input type="checkbox"/>            | Disabling                                        |       |
|                                        | <input type="checkbox"/>            | Keys removed and secured                         |       |
|                                        | <input type="checkbox"/>            | Current list of serial numbers on file           |       |
|                                        | <input type="checkbox"/>            | Parked strategically at end of shifts            |       |
| <b>FUELING</b>                         | <input type="checkbox"/>            | Fuel at start of week, not over weekend/holiday  |       |
|                                        | <input type="checkbox"/>            | Gas cans stored away from combustibles           |       |
| <b>TOOLS</b>                           | <input type="checkbox"/>            | Marked with Driver's License Number              |       |
|                                        | <input type="checkbox"/>            | Marked with Owner Applied Number (OAN)           |       |
|                                        | <input type="checkbox"/>            | Color coded to identify on job site              |       |
|                                        | <input type="checkbox"/>            | Employees sign for all borrowed/loaned tools     |       |
|                                        | <input type="checkbox"/>            | Employees encouraged to mark own tools           |       |
|                                        | <input type="checkbox"/>            | Tool boxes closed when not retrieving tools      |       |
| <b>WIRE &amp; HIGH-VALUE MATERIALS</b> | <input type="checkbox"/>            | Stored off site until ready for use/install      |       |
|                                        | <input type="checkbox"/>            | Double binned or removed from site over weekend  |       |
|                                        | <input type="checkbox"/>            | Stored in locked inside area                     |       |
|                                        | <input type="checkbox"/>            | Extra security used if particularly vulnerable   |       |
|                                        | <input type="checkbox"/>            | Copper wire spray painted when possible          |       |
| <b>SECURITY GUARDS</b>                 | <input type="checkbox"/>            | If used, are daily reports provided              |       |
|                                        | <input type="checkbox"/>            | Are checks random                                |       |
| <b>VIDEO SURVEILLANCE</b>              | <input type="checkbox"/>            | Cameras working                                  |       |
|                                        | <input type="checkbox"/>            | Film/video reviewed periodically                 |       |
| <b>EMPLOYEES</b>                       | <input type="checkbox"/>            | Trained about crime prevention                   |       |
|                                        | <input type="checkbox"/>            | Reminded about CICP Reward signs                 |       |
|                                        | <input type="checkbox"/>            | Encouraged to offer crime prevention suggestions |       |
|                                        | <input type="checkbox"/>            | Submit list of personal tools used on job site   |       |
|                                        | <input type="checkbox"/>            | Reminded to secure valuables                     |       |
|                                        | <input type="checkbox"/>            | Encouraged to mark tools with driver's license # |       |