SAFE OFFICE

NSW GOVERNMENT | **NSW Police Force**

STAFF
PASS ID #2208

VISITOR
PLEASE RETURN TO RECEPTION AND SIGN OUT BEFORE LEAVING THE PREMISES
PASS ID #7156
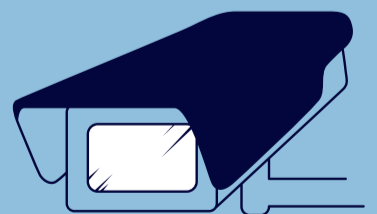
10 POINT OFFICE SECURITY

1) **LOCK IT UP OR LOSE IT.**
Secure all valuables and personal belongings.

2) **HAVE UP TO DATE SECURITY.**
Invest in operational security systems and procedural safety measures.

3) **CHECK SECURITY PROCEDURES.**
Ensure all doors are securely locked, with access via security keys, swipe cards or keypad locks.

4) **REMIND STAFF TO SECURE PROPERTY.**
Reinforce to staff to secure valuables including laptop, mobile phone and personal belongings.

5) **ENCOURAGE STAFF TO APPROACH UNKNOWN VISITORS.**
Staff should question people not wearing identification and know the procedure for calling for assistance.

6) **RECORD VALUABLE PROPERTY DETAILS TO REPORT OR IDENTIFY.**
The business 'asset register' should contain the make, model and serial numbers of all office equipment.

7) **INSTALL WARNING SIGNAGE TO DETER THIEVES.**
Install signs at entry points to the building advising the security measures in place.

8) **NOMINATE A SECURITY COORDINATOR.**
Nominate staff to be responsible for security issues including raising security concerns, recommendations, conducting security audits and to liaise with other stake holders.

9) **NETWORK WITH OTHER TENANTS.**
Liaise with other tenants regarding concerns and security issues.

10) **HEAR SOMETHING, SEE SOMETHING, SAY SOMETHING.**
Report all thefts and suspicious activity to police.

A MESSAGE FROM NSW POLICE FORCE

000 EMERGENCY **Triple Zero (000)** For emergencies or life threatening situations.

Police Assistance Line (131 444) For non emergencies.

CRIME STOPPERS .com.au **Crime Stoppers (1800 333 000)** To provide crime information. It can be in confidence.

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