

Workplace Security Checklist Template



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Physical Security

- Entry and Exit Points: Ensure controlled access, possibly with key card systems or biometric entry systems.
- Visitor Logs: Maintain a log of all visitors, including time in/out and the purpose of visit.
- Surveillance Systems: Install and regularly maintain CCTV cameras in strategic points.
- Alarm Systems: Ensure working burglar alarms and motion detectors.
- Secure Windows: Windows should have locks, and consider using shatterproof glass where necessary.
- Emergency Exits: Clearly marked and easily accessible, but secure from external entry.

Employee Protocols

- ID Badges: All employees should have visible identification when in the workplace.
- Security Training: Conduct regular workshops on security best practices and emergency procedures.
- Report Mechanism: Encourage employees to promptly report suspicious activities or security lapses.
- Key Control: Track and limit who has access to keys or key cards.

Data and Technology Security

- Firewalls and Antivirus: Ensure all computers are protected against malware and cyberattacks.
- Password Protocols: Enforce strong password practices and periodic changes.
- Backup Systems: Regularly back up essential data and store in a secure, off-site location.
- Access Restrictions: Limit access to sensitive information to authorized personnel only.

Operational Procedures

- Cash Handling: If applicable, establish secure procedures for handling and storing cash.
- Document Shredding: Implement protocols for disposing of sensitive paper documents.
- Mail Screening: If necessary, especially for large organizations or high-risk sectors.
- Secure Deliveries: Establish specific protocols and locations for receiving packages.

Emergency Protocols

- Fire Drills: Regularly conduct and review procedures for evacuation.
- Medical Emergencies: Equip the workplace with a first aid kit and trained personnel.
- Communication: Establish a clear line of communication for any emergencies, including external threats.

Regular Audits and Reviews

- Security Audits: Periodically evaluate the effectiveness of security measures.
- Feedback Loop: Allow employees to give feedback on security protocols and concerns.
- Update Protocols: Regularly update security measures based on new risks or business changes.