Workplace Security Checklist

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.
[ ] 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.

This [Workplace Security Checklist Template](https://connecteam.com) was created by Connecteam - the easiest way to manage your employees in one place
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.