SAFETY ALERT

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SECURITY ALERT

Theft from sites and other areas

Refund Point Operators　　　　**6 October 2021**

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Incident Summary

There has been reports of containers being stolen by persons claiming to work for Containers for Change. These people have been wearing hi vis clothing and, on one occasion, the person may have had a Containers for Change logo on the vest.

Initial Actions Taken

Refund points have been requested to report any theft to Police immediately and to secure their sites (especially mobile and event sites).

Key Controls and recommendations

Preventative actions should be taken. These can include:

- Uniforms – are your employees wearing clothing/badges etc that clearly identify them as a staff member? How do your customers know who your employee is? Our Containers for Change logo is now so well known within the community, but it can be easily used by people pretending to be employed by an RPO. Review having ID cards for your workers.
- Security – whilst on site is there a secure area for your containers. Have you got the areas fenced off (for longer term sites) and security present. Does security know who your employees are and who to allow access to?
- Insurances – Ensure that they are up to date and policies cover identified risks.
- Be diligent – Be aware of suspicious activity. Some RPOs are recording all vehicle registrations or Scheme ID's on their counting slips as a record as to who has been on site.
- Process – do you have a process for managing stolen containers? Know your local police number and make sure you report to WARRRL.
- Training - Have procedures and training for staff in the case of robbery or staff being approached (this should be the CODE BLACK in the Emergency Response Plan).

Refer to the following DropBox link. The Worksafe WA Armed Hold Ups and Cash Handling Guide and WA Police Cash Handling Guide (plus other resources) are available in this folder:
https://www.dropbox.com/sh/bc8xj642jrujgfc/AADwsibmjvXW21HKDasxBUGBa?dl=0

REQUIRED ACTIONS TO BE TAKEN BY ALL SITES

CORRECTIVE ACTIONS	BY WHO	BY WHEN
1. Review how your employees are to be identified by customers/event security etc.	Site Manager/ Supervisor	31 October 2021
2. Review Site Emergency Response Plan – Do you have a CODE BLACK – hold up? Do you have a process for reporting burglary/theft? Do these also consider mobile sites and events?	Site Manager/ Supervisor	31 October 2021

| 3. | Provide training and education to all staff about processes in place for theft, identifying themselves and what is expected of them. | Site Manager/ Supervisor | 31 October 2021 |