

GHRA Safety Survey

Member # _____ Store Name: _____
 Survey Date _____ Store Address: _____ City: _____ Zip: _____

Point Value	Yes	No	Safety Component
People/Training			
2			Do you provide customer service training?
2			Do you utilize an employee handbook detailing responsibilities, safety etc.?
2			Do you train your employees on safe cash handling procedures?
2			Is crime/robbery prevention a part of your new hire training?
2			Have employees been introduced to safety first training?
2			Do you have/utilize post crime/robbery training procedures?
2			Do you have policies requiring more than one employee to be working during specific hours?
2			Is employee trained to check all areas of the store before closing?
Facilities/Street Appeal			
1			Are chemicals properly segregated (ie. corrosives/oxidizers)?
2			Are MSDS/SDS sheets for all chemicals/hazardous materials available with easy access?
1			Is your store compliant with all ADA requirements?
2			Are your fire extinguishers certified and up to date?
2			Is a no-loitering policy monitored on your property?
2			Posted trespass affidavit authorizing police to enforce trespass laws on store's behalf?
2			Is there a sign indicating that cashier has "limited cash"?
1			Are the front entry/exits monitored by cameras for face recognition?
2			Is there wide view of the counter, registers and customers?
1			Is property fencing maintained?
1			Is dumpster area secure and maintained?
1			Is parking lot properly striped?
1			All doors re-keyed at least once per year or after termination of an employee?
1			Selected interior and exterior lights left on after store closing?
1			Outside perimeter lighting left on after closing?
Business Processes/Best Practices			
3			Are safety policies in place and being followed by the employees/owner?
2			Do you have adequate insurance (worker's compensation, liquor liability, property, etc.)?
2			Do you have post incident with injury procedures/employee assistance?
3			Do all registers have hard wired silent alarm buttons?
3			Is your alarm system externally monitored 24hrs per day?
2			Have the alarms been tested recently (within the past 12 months)?
2			Do you utilize DVR and/or CCTVS?
2			Is the CCTV/DVR in good working order?
1			Do you utilize bait bill transmitters/till taps?
1			Have the bait/bill transmitters, wireless activators, panic devices been tested recently?
2			Do you have/enforce cash accountability for your safe and cash registers?
2			Does your site utilize armored courier service for deposits?
2			Do you have cash management policy after dark?
2			Do your register drawers have "make that drop" decals/automation?
3			Do you have a safe and does it have "time lock access" controls?
2			No bills larger than \$20 kept in register or underneath cash drawer?
2			Bills larger than \$20 dropped immediately?
3			Minimum cash kept in drawer?
2			Empty cash drawers prior to closing?
2			ATM cash tray empty overnight?
2			All money counted out of sight and in secure area?
2			No unauthorized persons allowed behind counter?
2			Buzzers and door chimes in working order?
1			Outside trash cans emptied only in daylight hours?
2			All excess lottery tickets, money orders, gift cards and cigarettes kept in secure area?
2			Management makes unscheduled night visits to inspect procedures?
2			All money deposits are made during daylight hours and by management?
2			All bank trips made a varying times of the day?

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Point Value	Yes	No	Safety Component
			Non-Conventional
0			Is your business located in a high crime neighborhood (check zip code vs. Database statistics)?
0			Is your store a franchised/branded/flagship store?
0			Do you offer cash back?
			Statistics
0			Has this location been robbed more than one time in the last year?
0			Have you reported every crime/robbery to law enforcement?
0			Did the robberies involve more than \$50.00 in cash taken?
0			Did the robberies involve more than \$50.00 in merchandise taken?
0			Do you carry specific insurance related to the crime?
0			Do you experience a significant amount of shoplifting at your location?
0			Have any robberies involved weapons?
			Law Enforcement
1			Do you have a suspect/vehicle/weapon description form for robberies?
2			Do you encourage law enforcement to stop by?
1			Has law enforcement provided crime prevention recommendations?
1			Has the law enforcement visited your store at least one time per month?
0			Does the law enforcement keep you informed of pending investigations?
100			Total Score

Please complete and return to the GHRA Office

Fax to: 281-295-5399

Mail to: 12790 South Kirkwood Road

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