

Safety Checklist

for your store

Everyday reminders

- Inspect showcases several times daily for tampering.
- Exercise proper key control: never leave keys on hooks or on counters, and use wrist key holders.
- Keep showcases locked when unattended.
- Show one item at a time.
- Greet each customer who enters the store.
- Always ask outside salespeople, delivery people, etc., for proper identification before doing business with them.
- Use pre-established code words to alert other employees of suspicious situations.

Opening and closing guidelines

- Observe your surroundings traveling to and from your place of business.
- Plan and vary your routes to and from your place of business, and drive defensively.
- When you arrive, look for suspicious individuals, vehicles or situations before parking your car.
- Inspect the perimeter of the store for any signs of a possible break-in.
- Open and close with two people: One to open and the other to observe from a safe distance equipped with a cell phone to summon assistance if necessary.
- As soon as you enter the business, relock the door and conduct a thorough search of the premises before giving an all clear to the second associate waiting and observing from a safe distance.
- With the second associate safely admitted and the doors locked, remove valuables from safes or vaults to prepare for the workday.

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Opening and closing guidelines

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- ❑ Distribute high-value merchandise throughout the store in locked showcase displays located away from public entrances.
- ❑ Never unlock your doors to anyone who is not an employee while you are preparing to open.
- ❑ At the end of the business day and after you have confirmed all customers have left, lock your doors before placing as much merchandise as possible in safes or vaults.

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