

Job Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 407: Preventing Job-Site Theft

Introduction: Work-site burglary and vandalism are major sources of loss for contractors. Additionally, there is a possibility of being held liable for unauthorized persons, such as neighborhood children, coming onto an unsecured site and destroying work, or being seriously injured. There are many hidden costs paid by the contractor aside from the loss of tools, materials, and equipment. Lost time to replace the stolen or damaged goods, crew time while waiting for replacements, and the cost of labor to re-do damaged work all cost money and impair a company's ability to be competitive. **Careful planning and prevention** are necessary to protect against work-site thefts. Jobsite theft has many potential sources, but the two primary sources include:



- ① Thefts that occur from the public, including other contractors. ② Thefts by workers, including former employees.

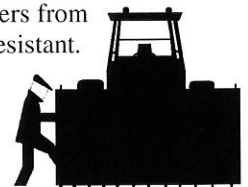
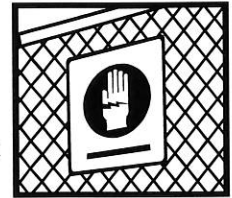
Some of the common characteristics of material and equipment theft include the following:

- Thieves are generally looking for an easy way to make a quick buck, and the more difficult you make it to steal your materials, tools, and equipment, the better the chances are the thief will look for an easier target.
- A potential thief may reconnoiter or "case" your work-site or equipment storage areas frequently and at different times to determine what there is to be stolen, your routine, and identify what, if any, security measures are in place.
- Most thefts occur in the evening, usually within an hour after the workday has ended, and on weekends.
- Potential thieves will not usually attempt to steal if they can not enter the site, load the equipment, and be clear in ten minutes.



Ways to help reduce the theft potential of your material and equipment on a jobsite include:

- **Enclose the jobsite** with a high-quality security fence. A clear zone, both inside and out, of at least 5 feet should be maintained around all fencing.
- **Keep material and equipment** storage areas well illuminated and free of hiding places such as shrubbery, trees, or other visual obstructions. Night-time lighting is essential and should be elevated to eliminate dark areas and to be visible from adjacent streets.
- **In high crime areas** consider the use of a security guard service or closed circuit television surveillance systems.
- **Store material** and equipment off-premises overnight in a secured area. If equipment must be stored overnight, consider leasing or renting space at a secure "Self Storage" facility.
- **Lock and immobilize** equipment during non-working hours, and take the key with you. Attach anti-theft devices such as steering wheel locks, kill switches, tire and wheel/axle locks, locked hood side plates, and locking fuel filler caps.
- **Protect all major pieces of equipment** and trailers containing tools with barrel locks which prevent bolt cutters from being used, and if feasible, an alarm system. Install padlock shields to further make padlocks more tamper resistant.
- **Rent or purchase** an on-site steel storage container, such as those used on container cargo ships.
- **Double stamp all tools**, equipment, and attachments with an ID number; one conspicuous and the other hidden. Paint tools and equipment with bright, easily recognizable colors to identify them from a distance. Stencil or bead-weld your company's logo or other identifying marks on equipment.
- **Establish an inventory control system** for all equipment and tools by implementing a documented check-out/check-in system.
- **Access to equipment storage** areas should be restricted to designated personnel with measures provided for key control.



Conclusion: Report and investigate all theft losses. Immediately contact area police and key personnel in the company. Supervisors and team leaders should be trained in the steps to take when a theft occurs. Deterring theft requires the commitment of all company personnel. The rewards for a successful theft prevention program can mean the difference between a company's financial health and cutbacks, layoffs, or going out of business.



Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cherry Hill Glass Foreman/Supervisor's Signature: _____

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.