



This list was compiled by those involved with Neighbourhood Watch within Ku-ring-gai and Hornsby council areas. Please contact your Crime Prevention Officer (CPO) at Hornsby Police Station for more information. Phone: 9476 9799.



## OUR 20 FAVOURITE CRIME PREVENTION TIPS FOR **STAFF IN AGED CARE**

1. DO NOT LEAVE YOUR HANDBAG, PHONE, KEYS, ETC ON DISPLAY. Thieves will distract you and take your property. Personal items should be kept in a locked cabinet/drawer.
2. DEPENDENT ON THE WORKPLACE, A PERSONAL DURESS ALARM MAY BE APPROPRIATE.
3. ALL TRADES, CLEANERS & CONTRACTORS SHOULD BE SIGNED-IN WITH APPROPRIATE VISITOR'S PASS VISIBLE.
4. HOLD REGULAR STAFF TRAINING IN RELATION TO PERSONAL SAFETY & SECURITY.
5. HOLD REGULAR STAFF TRAINING IN RELATION TO MANAGING DIFFICULT/VIOLENT RESIDENTS/PATIENTS. Call Security/Police for assistance.
6. LOCK ALL CARS AND REMOVE VALUABLES FROM VIEW WHEN UNATTENDED.
7. DO REGULAR STOCK TAKES, EVEN HOURLY, IN ORDER TO NARROW THE TIME FRAME OF A THEFT. This enables CCTV to be checked more effectively.
8. ENSURE ALL EMPLOYEES KNOW ALL PHONE NUMBERS & CONTACT DETAILS FOR EVERY KIND OF EMERGENCY. All office phones should have emergency/important phone numbers as speed dial.
9. IF PARKING IN REMOTE/OFF-SITE AREAS, CONSIDER WALKING TO VEHICLES IN PAIRS/WITH SECURITY.
10. HOLD STAFF TRAINING WITH RESPECT TO THE MANAGING OF RESIDENTS'/PATIENTS' PERSONAL PROPERTY.

**OUR 20 FAVOURITE CRIME PREVENTION TIPS FOR STAFF IN AGED CARE contd.**

11. REVIEW THE ENVIRONMENTAL LAYOUT OF THE WHOLE SITE & MAKE CHANGES WHERE THERE IS CONCEALMENT OR A SECURITY RISK IDENTIFIED. The Crime Prevention Officer at Hornsby Police station can assist with a free Security Audit. **Phone: 9476 9799.**
12. BUSINESS/PERSONAL MAILBOXES SHOULD BE CLEARED DAILY & SECURED WITH APPROPRIATE LOCKS. The Crime Prevention Officer at Hornsby Police station can assist. Phone: 9476 9799.
13. REPORT ALL CRIMINAL ACTIVITY TO POLICE. Phone **Police Assistance Line (PAL) 131 444**, or **000 (Triple Zero)** for an urgent Police response.
14. WHEN SETTING THE BURGLAR ALARM, OR SETTING A PIN PAD, LOOK AROUND AND DOUBLE-CHECK NO ONE CAN SEE THE ENTERED PIN.
15. ALL COMPUTER ACCESS TO BE MONITORED & PASSWORDS CHANGED REGULARLY.
16. SHRED OR DISPOSE OF ANY CONFIDENTIAL DOCUMENTS OR PERSONAL INFORMATION.
17. ANY MONIES HELD ONSITE SHOULD BE TRANSFERRED TO BANK AS PER BEST PRACTICE.
18. FIRE ALARMS/SMOKE DETECTORS TO BE CHECKED EACH 3 MONTHS, including fire alarm panels.
19. FOR DEACTIVATED STAFF, ENSURE ALL COMPUTER ACCESS IS REMOVED, AND KEYS & SWIPE CARDS ARE RETURNED.
20. ANY SUSPICIOUS/UNAUTHORISED PERSONS FOUND ON PREMISES TO BE CHALLENGED. Call **000 (Triple Zero)** if deemed necessary. Report everything that doesn't appear to be right. Trust your instincts.

FOR <b>EMERGENCIES</b> (Including anyone on your property)	<b>000</b>
TO REPORT ANYTHING <b>SUSPICIOUS</b> (Crime Stoppers)	<b>1 800 333 000</b>
TO REPORT NON-EMERG CRIME ( <b>Police Assistance Line</b> )	<b>131 444</b>
IF YOU'RE <b>NOT SURE</b> (Hornsby Police Station)	<b>9476 9799</b>