

PowerPoint Training Program – Late Night Retail Crime Prevention



For employees who work in retail after
11 PM

Instructor's Guide

Purpose of This Training Module

You may use this slide presentation to comply with the training requirements of the DOSH Late Night Retail Crime Prevention rule (WAC 296-832). You can read the training requirements in the rule at the end of this guide.

The topics covered in this module are those required in the rule. However, you may use different materials that cover these topics if you believe that they will be more effective.

Getting Ready

1. Resources and materials you will need:

- A quiet room with basic accommodations for comfort of participants
- A copy of the presentation
- Computer and projector for PowerPoint presentation
- Copies of the handouts (optional)
- Certificates to hand out to the class as proof of attendance (optional)
- A training roster to pass around for your records (recommended)

2. Review the presentation materials.

Take the time to look through each of the slides and read the instructor's notes that come with each slide. If you have any questions after looking through these materials, you can contact your local L&I office (see page 3) for assistance before you give your first presentation.

3. Customizing the presentation.

- The information contained in this module applies to all workplaces. However, you are also required to include information about conditions that exist at your workplace. Several slides indicate where workplace-specific information should

be included. **Just using the training module without the workplace-specific information will not satisfy all training requirements.**

- If you have PowerPoint on your computer, additional information is easily added to the PowerPoint version after downloading. The PowerPoint version can be modified, but modification that changes the essential meaning or deletes information may not meet the training requirements.
- If you use the PDF version, the slides cannot be changed, but you can provide the workplace specific information orally, on overhead transparencies or as paper handouts.

4. Prepare the materials and schedule the class

- If you have a computer video projection system, all you need to do is check to make sure the presentation works and make copies of the handouts.
- Schedule the class for a date and time convenient to most people. If you want many employees and supervisors to participate, try not to make groups larger than 15 attendees.

Presenting the Training

Give the presentation

You can use your own words rather than just reading from the script. You can also make three-slide-per-page handouts of the training.

Ask for participation

It also helps to involve the audience as much as possible by asking them questions and getting them to talk about their own jobs, and any suggestions they may have on how to reduce their exposure to people intent on robbing the store.

Questions and answers

Answer any questions the best that you can, especially answer the important questions about the way that your company is addressing employee exposure to late night retail crime. If any questions on late night retail crime prevention are asked that you need help answering, you can contact your local L&I office listed on the following page.

Follow-up

Within a week or two of giving the training, you might want to take a few minutes to talk to some of the employees and supervisors to make sure they understood what was presented and how it applies to them.

Getting help

If you have questions while preparing to give this presentation, or if questions come up during the presentation that you need help in answering, contact your local L&I office listed below for assistance:

City	Phone Number	City	Phone Number
Bellingham	360-647-7300	Tacoma	253-596-3800
Everett	425-290-1300	Tukwila	206-835-1000
Kennewick	509-735-0100	Tumwater	360-902-5799
Mount Vernon	360-416-3000	Vancouver	360-896-2300
Seattle	206-515-2800	East Wenatchee	509-886-6500
Spokane	509-324-2600	Yakima	509-454-3700

Training requirements for Late Night Retail Workers

WAC 296-832-200 Training.

Summary of Your responsibility: To make sure all employees receive crime prevention training as part of your accident prevention program.

You must meet the requirements of this section: Provide crime prevention training to your employees WAC 296-832-20005

Provide crime prevention retraining to your employees annually WAC 296-832-20010

WAC 296-832-20005 Provide crime prevention training to your employees.

Note: These training requirements apply only to employees working any time during the hours of 11:00 p.m. to 6:00 a.m. This training must be conducted prior to the employee working this time period.

(1) You must provide crime prevention training as part of your accident prevention program. Make sure you have instructed your employees on the purpose and function of robbery and violence prevention to provide them with the knowledge and skills required to maintain their personal safety.

(2) You must provide training and training materials that outline your company's:

- (a) Security policies;
- (b) Safety and security procedures;
- (c) Personal safety and crime prevention techniques.

(3) You must provide formal instruction about crime prevention through a training seminar or training video presentation that includes these topics:

(a) How keeping the store clean, neat, and uncluttered discourages potential robbers;

(b) Why the cash register should be kept in plain view from outside the store, if your store layout allows;

(c) Reasons for operating your business with only a minimum number of cash registers at night;

(d) Reasons for keeping cash register funds to a minimum;

(e) How to take extra precautions after dark such as ways to keep alert, making sure appropriate lights are on, inspecting dark corners, and identifying possible hiding places for robbers;

(f) Violence prevention procedures in case of a robbery.

(4) You must have employees sign a statement indicating the date, time, and place they received their crime prevention training.

(5) You must keep a record of this information readily available for review when requested by the Department of Labor and Industries.

Note: Employers may keep electronic records of employee training and verification.

(6) You must have a videotape or other materials about crime prevention available to all employees at their request.