



A Guide to Protecting Against Employee Theft

- Complete comprehensive background checks during the hiring process. Look for previous offenses, both serious and minor.
- Implement a secure inventory management system. Incorporate regular inventory checks at the beginning and ends of each day to ensure all equipment has made its way back to your main office. Keep a log of the job site where equipment is in use.
- Establish an end-of-day routine that deters theft, including blocking in valuable equipment, checking the perimeter for entry points and ensuring alarms are turned on.
 - Larger equipment could include additional shutoff and lockout points to keep equipment from starting.
 - Store and lock equipment keys in a location away from the equipment.
- Mark your equipment with your company name or logo where it is easily visible to the naked eye.
 - Don't just label with paint. Consider using an etching tool and make identifying marks in hidden places to be able to identify and reclaim stolen equipment.
 - If it's larger equipment, mark removable parts/attachments as well.
 - Photograph, document, and record serial numbers of equipment and tools.
- Lock equipment when not in use so employees or a third party cannot move it from the site. Keep small equipment out of sight. For handheld equipment that will be left at the jobsite, use gang boxes that have recessed locking points and non-drillable locks (consider removing the wheels from gang boxes and locking them down).
- Put a sticker of your security device in a place where potential thieves can see it.
- Limit the number of individuals in charge of keys or access to job sites.
- Make supervisors, managers, foremen and employees responsible for tool loss. Enforce your policies.
- Install video surveillance on job sites when possible. Secure the site via locked gates and install light pods if possible. Put up signage stating that site surveillance is in use to deter theft. You can also put up a sign offering rewards to those who turn in thieves or provide crime solving tips.
- Protect digital assets, too. Keep record of which logins and passwords each of your employees has access to, and set up controls on what can be accessed.

Checklist Sources

"Reducing Construction Site Theft by Employees and Subcontractors." AllBusiness, <https://www.allbusiness.com/reducing-construction-site-theft-by-employees-and-subcontractors-11739699-1.html>.

"Five Steps for Preventing Construction Site Theft." ConstructConnect, 23 November 2016, <http://www.constructconnect.com/blog/operating-insights/five-steps-for-preventing-construction-site-theft/>.