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## Sample General Safe Work Practice for Working with Cash

### DO:

- a) Control the number of individuals with the combination and/or access to areas with cash
- b) Keep cash levels in the drawers to a minimum level, over and above the allotted float for your business
- c) Keep the cash drawer locked when not in use and the key hidden
- d) Develop or have clearly written procedures for handling cash where an identified hazard has been assessed
- e) Leave the cash on top of the register while making change in order to reduce confusion between clerk and customer
- f) Ensure change amount is accurate by counting it back from amount owed
- g) Secure cash (box or drawer) in a secondary location, outside of regular business hours
- h) Ensure there is a physical barrier between you and the client/customer, such as a front counter or booth
- i) Use hand sanitizer after handling cash, or consider wearing gloves if performing lots of cash transactions.
- j) Be aware of your emergency escape routes should you find yourself in immediate danger
- k) Encourage the use of electronic payments such as credit or debit cards, when possible
- l) Vary the time of day when skimming cash from the registers
- m) Consider posting visible signs letting customers know that minimum amounts of cash is kept on the premise
- n) Consider installing and using a locked drop safe for workplaces that deal with larger amounts of cash
- o) Remove and/or secure larger bills (\$50 or \$100) as soon as practicable

If a camera or other such monitoring device is being used, post signage around the workplace to deter robbery and violence

### DO NOT:

- a) Do not leave unattended cash in plain view
- b) Do not handle food as well as cash, as cash is considered unhygienic
- c) Do not carry large amounts of unsecure cash around the workplace. Where possible use locked devices to transport money from one location to another

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at [constructionsafetyns.ca](http://constructionsafetyns.ca) or 1.800.971.3888.