

Cash in Transit Plan

SAMPLE

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SAMPLE

Purpose and Scope

This Cash in Transit Plan outlines how [Company Name] will manage work health and safety (WHS) risks associated with the handling, movement and storage of cash and other valuables. It is designed to protect workers, contractors, customers and members of the public from the risk of robbery, assault, vehicle incidents and psychological harm.

This plan applies to all cash-in-transit (CIT) activities undertaken by [Company Name], including but not limited to:

- Collection of cash from tills, bars, gaming areas, ticket booths and safes
- Movement of cash within a workplace (e.g. from front-of-house to back office)
- Transport of cash between sites, banks, counting facilities and events
- Secure storage and reconciliation of cash in transit

It is relevant to operations in:

- Security services (e.g. dedicated CIT runs, venue security support, event cash collection)
- Retail and wholesale (e.g. daily banking, high-volume sales periods, warehouse sales)
- Hospitality and events (e.g. bars, restaurants, clubs, festivals, stadiums, ticketing operations)

Objectives

The objectives of this Cash in Transit Plan are to:

- Identify hazards and assess risks associated with cash handling and transport
- Implement effective control measures using the hierarchy of control
- Clarify roles, responsibilities and authorisations
- Provide clear procedures for planning, conducting and reviewing CIT activities
- Support compliance with relevant legislation, codes of practice and standards
- Reduce the likelihood and consequence of robbery, assault, theft and vehicle incidents
- Minimise psychological harm and support workers involved in CIT activities

Definitions

For the purpose of this plan:

- **Cash in Transit (CIT)** – any movement of cash or valuables between locations, including within the same premises, where there is a risk of theft, robbery or assault.

- **Worker** – any person carrying out work for [Company Name], including employees, contractors, labour hire workers and volunteers.
- **Escort** – a person assigned to accompany a cash carrier to provide security and situational awareness.
- **High-risk CIT** – CIT activities involving large cash values, predictable routines, isolated locations, late-night operations, or known crime hotspots.
- **Low-risk CIT** – CIT activities involving small cash values, variable routines, low-crime areas, and strong environmental controls.
- **PPE** – personal protective equipment such as ballistic vests, high-visibility clothing or communication devices.

Roles and Responsibilities

Officers (e.g. Directors, Senior Managers)

Officers of [Company Name] must exercise due diligence to ensure that WHS obligations relating to CIT are met. This includes:

- Ensuring appropriate resources and systems are in place to manage CIT risks
- Approving this Cash in Transit Plan and ensuring it is implemented
- Receiving and reviewing CIT risk reports, incident summaries and audit outcomes
- Ensuring that workers receive appropriate training, supervision and equipment
- Supporting continuous improvement of CIT safety performance

Managers and Supervisors

Managers and supervisors in security, retail, hospitality and events operations are responsible for:

- Implementing this plan in their area of control
- Conducting and documenting CIT risk assessments
- Planning CIT runs, staffing and resources
- Ensuring workers are competent and authorised to perform CIT tasks
- Monitoring compliance with procedures and addressing non-conformances
- Reporting and investigating CIT-related incidents and near misses

Cash in Transit Workers and Escorts

Workers directly involved in CIT activities must:

- Follow this plan, related procedures and safe work instructions
- Use CIT vehicles, equipment and PPE as trained and intended
- Maintain situational awareness and report suspicious behaviour

- Immediately report hazards, incidents, near misses and security breaches
- Maintain confidentiality about CIT routes, timings and amounts
- Participate in training, drills and debriefs

Health and Safety Representatives (HSRs)

Where HSRs are in place, they will:

- Consult with workers about CIT risks and controls
- Review CIT risk assessments and procedures
- Participate in investigations of CIT incidents where requested
- Raise CIT safety concerns with management and WHS committees

Contractors and Third-Party Security Providers

Where [Company Name] engages external CIT or security providers:

- Contracts must clearly define WHS responsibilities and reporting requirements
- Contractors must comply with this plan, or demonstrate equivalent standards
- Information about site-specific risks, layouts and procedures must be shared

Consultation, Communication and Training

Consultation

[Company Name] will consult, as far as is reasonably practicable, with workers and HSRs on matters affecting their health and safety in CIT operations, including:

- Development and review of this Cash in Transit Plan
- Changes to CIT routes, schedules, equipment or staffing
- Outcomes of risk assessments and incident investigations
- Selection of PPE and communication systems

Consultation will occur via:

- WHS committee meetings
- Toolbox talks and pre-shift briefings
- Email and intranet communications
- Specific CIT safety workshops during peak trading or event seasons

Communication

Effective communication is critical for CIT safety. [Company Name] will ensure:

- CIT procedures are readily accessible to workers
- Clear channels exist for reporting CIT hazards and incidents