

ASSET PROTECTION & SAFETY MONTHLY TO-DO LIST

The following information is a list of objectives to complete each month and can also be utilized as a tool to help you facilitate those objectives.

For additional information, clarification, or supplementary training, please refer to the Safety Guide or contact your District Asset Protection Safety Manager.

We are available to assist in any way possible, and we trust that the information below will help you understand and complete your monthly safety requirements and goals.

Thank you,

Safety/Asset Protection Department



MONTHLY TO-DO LIST

1. Review the Safety and Asset Protection topics from the Gazette.

Review at the start of each month. This allows the safety committee to effectively communicate the Safety/AP topic messages throughout the entire month.

SAFETY-ASSET PROTECTION

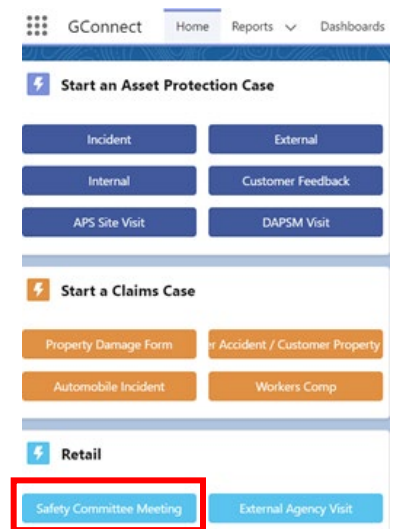
CALENDAR

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

2. Open a new monthly audit via the G-Connect Portal. Print the document to work through it with your safety committee throughout the month.
 - a. The audit must be completed no later than the last day of the month.
 - b. Post the informational signs throughout the location. DO NOT display signs on the sales floor. The signs can be found on the Safety/AP calendar on the Gazette under the current month and under Training Material.

*Note: Each division has a unique safety audit. Ensure you are using the correct audit.

3. Conduct a safety committee meeting.
 - a. These meetings must occur within the first week of the month. (Between the 1st and 7th day of the month)
 - b. Meetings will be recorded in the company's reporting system, G-Connect.
 - i. Select "Safety Committee Meeting" under Retail.
 - ii. Record meeting notes here.
 - c. Utilize the Monthly Meeting Notes and Guide to take notes on the topics discussed.
4. Conduct an all-staff safety meeting.
 - a. These meetings should take place on the first Saturday of the month.
 - b. The meeting should cover any required drills.
 - c. Complete the attendance sign-off sheet. (Required to be attached to the audit.)



The screenshot shows the G-Connect portal with a navigation bar at the top containing 'GConnect', 'Home', 'Reports', and 'Dashboards'. Below the navigation bar, there are two main sections: 'Start an Asset Protection Case' and 'Start a Claims Case'. The 'Start an Asset Protection Case' section has buttons for 'Incident', 'External', 'Internal', 'Customer Feedback', 'APS Site Visit', and 'DAPSM Visit'. The 'Start a Claims Case' section has buttons for 'Property Damage Form', 'Accident / Customer Property', 'Automobile Incident', and 'Workers Comp'. Below these sections, there is a 'Retail' section with two buttons: 'Safety Committee Meeting' (highlighted with a red box) and 'External Agency Visit'.

MONTHLY TO-DO LIST

The Safety and Asset Protection topics change each month.

MARCH

Monthly Safety Topic: **GAYLORD SAFETY**

Monthly Asset-Protection Topic: **INTERNAL THEFT**

←

SAFETY FACTS

Plastic Gaylords are designed to hold up to 1500-2000 pounds.

ASSET-PROTECTION FACTS

Do not allow cashiers to print login barcodes and use where others can see or use the code.

REQUIRED EMERGENCY DRILL

Coming Soon

→

RESOURCES

[TRAINING MATERIAL](#)

[WHAT TO DO LIST](#)

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

The Resources section provides support material, including signs and talking points for managers and team members.

The Safety Facts and Asset-Protection Facts should be used as training tools for the committee.

Expand as needed on the Safety/AP training topics. The listed monthly topics are the minimum expectation. Be creative and think outside of the box. Be safe with your ideas, and if you have questions, contact your Safety- Asset Protection Manager.