

Workplace safety and security tips

The following are tips on how you can make you and your fellow employee's working environment safer and securer from personal injury and theft.

- Walk with a co-worker or friend to and from your office to the parking lot. If there is on-site security, ask for an escort, especially after hours. Walk with purpose and confidence, do not be distracted!
- Have car keys in hand ready to go. This way you are not "fumbling" for them by your vehicle.
- Acknowledge people/strangers when they enter the office. Never allow unknown persons to be left alone.
- Challenge/confront unknown persons, ask them what brings them to your office and "May I help you?"
- Consider having a receptionist and/or area designated as a reception area away from main offices. This way, anyone entering will be acknowledged and kept in one area.
- Consider installation of a door chime or buzzer. If implemented, have all doors that are unlocked during normal business hours contain one.
- Keep personal items stowed away out of sight. Monitor where you keep these items. Lock them in a drawer or cabinet and practice proper key control. If they must be left out, stow them away when you are not in your office or at your desk/workstation. Lock your desk and cabinets.
- Do not leave any personal items stowed in a hanging clothing garment.
- Keep all monies, checkbooks, credit cards and other negotiable items locked securely in a strong box or safe. Keep the strong box/safe out of sight from the public. Develop and maintain a list of individuals with rights and access to these items.
- Have a designated secure area for outgoing and incoming mail. If feasible, designate one employee per shift to handle the mail and make face-to-face contact with the postal carrier, if outgoing mail is not taken personally to a secure mailbox or to the post office directly. Have back-ups in place in case of the designated person's absence. Don't leave mail where anyone can access it.
- Establish code/safety words in case of emergency to alert fellow co-workers that their assistance is needed when dealing with a hostile person or when you are in danger. Gestures can also be used but be sure all employees receive training if they are used. Retreat, have an escape route(s), from the situation and call 911.
- Maintain key, access card, key fob and security alarm code control. Make sure all keys and corresponding items are retrieved when an employee leaves both voluntarily and involuntarily from their position. Consider rekeying and changing security alarm codes if employees leave.
- Shut down and stow away in a secured area laptops and any other tangible items when leaving for the day. Be sure to record and maintain a list of all serial and model numbers of electronics, computers, etc.
- When leaving for the day, double check all doors and windows and secure as necessary. Set alarms and be sure your local police department has afterhours contact information on record.