

Tips for a Safer Workplace

When we think of thefts, we think of home and personal property but you should also consider your workplace.

- Don't leave your valuable items out in plain view, like your purse, wallet, phone, iPad or keys; put them away or store them in a locked drawer or closet.
- Check the identity of any strangers who are in your building – ask who they're visiting, and whether you can help them find that person.
- Don't allow visitors to be alone in your office space. Be sure to provide an escort at all times.
- Be discreet. Don't advertise your social life or vacation plans to people visiting or calling.
- Don't use the stairs alone. Talk to the building manager about improving poorly lit corridors and stairways.
- Don't get into elevators with people who look out of place or behave in a strange or threatening manner. If you find yourself in an elevator with someone who makes you nervous, get off as soon as possible.
- If you have to work late alone - let someone know where you are and how long you intend to stay. Create a buddy system for walking to parking lots or public transportation, or ask security to escort you. Never open the door to a stranger after hours. Look at downloading the Security Alarm APP – PANIC GUARD on your phone.
- Don't assume that someone else reported a door, a window, or a lock that's broken or not working properly. Report these problems immediately.

