

Loss Control Services – 5 Minute Safety Topic*** Think About Safety *****Workplace Security****A. Be alert for unauthorized people in the workplace.**

- Always wear identification required by your company.
- Never lend your key or password to anyone else, even another employee.
- Never hold the door and allow entry to anyone not wearing proper identification.
- Make sure security doors are kept locked at all times.

B. Follow proper procedures to discourage theft.

- Keep your personal possessions in your locker or a locked desk drawer.
- Keep your computer locked when you are not using it.
- Keep expensive materials, merchandise, or equipment as secure as possible.

C. Take action to prevent a dangerous situation.

- Report any unescorted stranger or ask them politely to leave the building.
- Know how to notify a supervisor or other workers about any troubling behavior, such as a co-worker threatening violence.
- Report any signs of alcohol, drugs, or weapons in the workplace.
- Report broken lights, doors, windows, or locks right away—anything that could be a sign of a possible break-in.

D. Understand the proper emergency procedures.

- Know who to notify in case of fire or any other kind of emergency.
- Know the alarm signal for evacuation—don't wait for someone to tell you to leave.
- Know your proper evacuation route and follow it immediately.
- Know any emergency duties that are your responsibility.
- Go to your assigned meeting place as soon as you reach safety.
- Know who should respond to a medical emergency—first-aid team or outside emergency personnel and how to summon them.
- Have phone numbers for supervisors, security, police, or other emergency assistance posted prominently.

