



## **Workplace Safety and Personal Safety** *What employers can do*

### **Develop clear safety policies and procedures**

- Develop an office security plan and get assistance with your plan from the Community Outreach Officer at the Police Department.
- Set a procedure for handling phone threats (personal threats, harassing phone calls, bomb threats, etc.)
- Have an evacuation plan.
- Report all suspicious incidents to the police department by dialing 911 in an emergency, or the non-emergency phone number at 952-924-2618.

### **Limit Access**

- Maintain good office traffic control with signs limiting the public access to work areas. Visitors should check in at the front desk, and you may want to use a sign-in sheet. Front office staff should escort guests to the appropriate area.
- Block passages to unauthorized areas—you may want to use an audible device to let people know when others are entering/exiting.
- Check interior and exterior lighting.
- Consider a spot in the office that could be made into a “safe room” that would contain a telephone and lock from the inside.

### **Control Inventory:**

- Establish key control.
- Provide a safe or other locked area for storing company documents, equipment, valuables, etc.
- Maintain an up-to-date inventory of equipment.