



Workplace Safety Tips

Traveling In and Out of Work:

- Park your vehicle under or next to a light pole if possible
- Walk in and out of work in pairs or groups, especially late at night
- Do not leave work if you are not comfortable with someone in the parking lot
- Report anyone waiting in the parking lot who does not appear to be there for business

Safety at Work:

- Let other employees know when you leave the office and about what time you will return.
- Leave a number where you can be reached in case of emergencies
- Carry a cell phone in case you need help or are in trouble
- Maintain open and honest communication at work so others feel safe and confident reporting concerns
- If you have an order for protection or are having domestic problems, tell other employees or the front desk employee so that the person is not allowed to contact you.
- Train employees about workplace violence, what it is, how to prevent it and what to do if it happens
- Make sure the workplace is secure if you remain at work after normal working hours
- Complete thorough background checks on all employees before hiring them
- Require visitors to sign in
- Have an emergency plan in place and review it with all employees yearly
- Know the location of fire extinguishers and medical kits
- If there is an emergency, set a designated meeting place for all employees

Front Desk:

- If your business has face to face customer contact, do not leave objects that may be used as weapons out at the front desk (stapler, paper weights, coffee mugs, etc.)
- Have the front desk positioned so that there is an escape route for the employee
- Set up a pre-coded page for the front desk employee to use in case an upset customer gets out of control or the employee feels unsafe