



## **Workplace Safety and Personal Safety** *Purse and Wallet Thefts*

A serious problem for office workers is purse and wallet theft. Thieves can be in and out of the office in a very short period of time. They may ask to access your workspace by asking to use the restroom, or simply slip by the receptionist area.

Here are a few tips to keep your property safe:

- Never leave your purse or wallet unattended, even for a moment.
- Lock your purse or wallet somewhere secure, such as a desk drawer or file cabinet.
- Bring limited amounts of cash to work.
- If you need to carry credit cards, keep an inventory. Keep the inventory list in a safe place.
- Be alert to anyone that tries to make you leave your desk for errands. Do not leave your desk unattended if possible, or lock up the office if you are able.
- Be alert to all people within your work space. If you see someone you do not know, unaccompanied by a co-worker, do the “friendly challenge.”