



Workplace Safety and Personal Safety

What Employees can do

- Read your company's security plan.
- Be alert for strangers in the building. Immediately notify the proper person or security personnel if you notice suspicious individuals loitering around the lobby, waiting areas, or private offices.
- Assure proper identification of visitors or delivery people before admitting them to the work/office area. Always verify the information.
- Trust your instincts and if you feel problems may occur, have a prearranged signal to contact wither security of the office manager to assist you.
- Always pay attention to detail. Make a mental note of each person who arrives.
- Observe building rules for nighttime and weekend access to offices and elevators.
- If you are working late or on a weekend, tell someone. Make sure your workspace is well-lit. If possible, lock the doors and limit access after hours.
- Never leave incoming or outgoing mail on a desk or where it is available to a thief.
- Make police reports on all thefts or break-ins. This helps the police and your security service establish crime patterns.
- Never prop doors open.