

Safety at work - basic tips

- Avoid isolated or deserted stairways/areas of the building.
- Lock valuables in desk drawer or locker.
- Report all suspicious vehicles/people.
- Know the location of the nearest exit.
- If working after hours, keep all doors and windows locked.
- If your company has an alarm system, know how to use it. Know the proper codes.

Safety at work - using elevators

While waiting for an elevator:

- Stand off to the side.
- If confronted, push the emergency and all floor buttons.
- DO NOT push the stop button; you may get trapped.

If you must work alone:

- Advise company security (if applicable). Tell them you are working alone and ask them to check in on you periodically.
- Inform security when you leave. Have them escort you to your vehicle.
- Let family/friends know your schedule. Advise them you will call before you leave shift.

Your best weapon is your brain. Use common sense, imagination, and good judgment.