

Workplace Safety

Bring your crime prevention savvy to work. Almost any crime that can happen in your neighborhood or home can happen at work. Bring the following prevention skills to the workplace.

Preventing Theft and Other Workplace Crimes

- Keep valuables such as your wallet, purse and keys in a locked drawer or filing cabinet.
- Escort visitors in secured areas; ask whom they are visiting and notify that individual.
- Let someone know where you will be and when you're expected back.
 - Utilize shared calendar system
- Report any needed repairs or safety concerns to a member of the management team.
- Be discreet; don't advertise vacation plans or social activities to customers, clients or visitors.
- Report all suspicious behavior or activity to security and/or management immediately.

Evaluate Common Trouble Spots

Reception Area/Service Desk

Ensure the reception desk is equipped with a panic button or other means of emergency communication. Consider cameras and a remote lock for the front door.

Stairwells

Ensure stairwells are well lighted; avoid using the stairs alone.

Elevators

Don't enter an elevator with someone if you are uncomfortable. Stand toward the front, near the control panel.

Restrooms

Be aware of who else may be in the facility. Avoid restrooms where the main entry door can be locked from the inside.

After Hours

As practical, don't work late alone. Create a buddy system or ask security to escort you to the parking lot or public transportation.

Parking Lots or Garages

Choose a parking lot or garage that is well-lighted, with an attendant. Lock your car and roll up the windows completely. If you notice loitering or suspicious activity notify security or the police.

Violence in the Workplace

Violence in the workplace can take many forms – from arguments and profanity to sexual harassment to robbery and homicide.

- Install easy to use phones with emergency buttons; panic buttons; have sign-in policies for visitors and office access procedures.
- Use care in hiring, conduct thorough background checks and reference checks. Ensure clearly defined procedures for termination.
- Recognize potential indicators: depression, frequent absences, increased irritability and impatience.
- Provide a referral process for victims of domestic violence.
- Provide a confidential employee assistance program.



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