



GOALS

This safety session teaches employees to:

- Realize the importance of maintaining good security in their workplace.
- Understand that their vigilance is necessary to achieve that goal.

Applicable Regulations: General Duty Clause Sec. 5(a)(1) of the OSH Act of 1970



1. Terrorism and active-shooter events have made us all much more conscious of the need for security in our daily lives.

- Anyone traveling by air has experienced strict security measures and thorough baggage screening, and many people have had similar experiences at large public events.
- We have all heard the warnings about being alert to suspicious behavior as we go about our everyday routines.
- We have also seen that vigilance is possible without disrupting our lives.

2. Companies also recognize the importance of good security to protect both workers and valuable property.

- Angry ex-employees, parties in domestic disputes, and armed robbers can all endanger workers' safety.
- Companies need to protect against the theft of expensive equipment or materials.
- Companies also need strong digital security and cybersecurity to prevent data breaches, protect against malware and computer viruses, and guard against theft or destruction of vital company records, trade secrets, or other confidential information.
- Good planning is necessary to cope with disasters—no matter what the cause.

3. Know your company's security policies. Some common elements for many companies include the following:

- All visitors, vendors, and contractors must sign in at the entrance and are required to wear special badges. Some companies require escorts to accompany all nonemployees.
- Security systems, such as surveillance cameras and alarms, operate 24 hours a day to provide a record of any unauthorized activity.
- Workers are instructed to notify security immediately if they notice suspicious behavior of any kind.

4. Be alert for unauthorized people in the workplace.

- Always wear any identification (ID), name tag, or badge required by your company.
- Never lend your ID, key, or password to anyone else, even another employee.
- Never hold the door and allow entry to anyone not wearing proper ID.
- Make sure security doors are kept locked at all times but can be easily opened from the inside in an evacuation.

5. Follow proper procedures to discourage theft.

- Keep your personal possessions in your locker or a locked desk drawer.
- Keep your computer locked when you are not using it.



- If you work with expensive materials, merchandise, or equipment, make sure such items are kept as secure as possible.

6. Take action early to prevent a potentially dangerous situation from developing.

- Report any stranger who is not being escorted by an employee, or politely ask the person to leave the building.
- Have agreed-upon signals to notify a supervisor or other workers about any troubling behavior, such as a coworker threatening violence.
- Report any signs of alcohol, drugs, or weapons in the workplace.
- Report broken lights, doors, windows, or locks right away—these could be signs of a possible break-in or attempt at one.

7. Understand the proper procedures to follow in case of any breach of security or other emergency.

- Know whom to notify in case of fire, chemical spill, explosion, electrical outage, violence, unauthorized personnel, bomb threat, or any other kind of emergency.
- Know the alarm signal for evacuation, the proper evacuation route, and any particular duties that are your responsibility.
- Follow the emergency plan right away—don't wait for further instructions.
- Go to your assigned meeting place immediately so coworkers will know you have reached safety.
- Know who should respond to a medical emergency—first-aid team or outside emergency personnel—and how to summon them.
- Have phone numbers for supervisors, security, police, or other emergency assistance posted prominently.



DISCUSSION POINTS:

Discuss the particular types of security threats that are most likely to occur in your facility. Review your company's policies and plans to prevent and deal with these potential problems. Remind workers that being observant and reporting anything suspicious may often prevent an actual incident.



CONCLUSION:

- We need everyone's help to keep our workplace secure and our coworkers safe.
- Follow the security procedures that have been established. The best plans cannot provide good protection unless everyone cooperates.



TEST YOUR KNOWLEDGE:

Have your employees take the Security in the Workplace quiz. By testing their knowledge, you can assess whether they understand the company's security policies and procedures and whether they need to review this important topic again soon.



SECURITY IN THE WORKPLACE QUIZ

- 1. It's OK to lend your key to another employee whom you know.**
a. True b. False
- 2. It's OK to hold the door for the person following you when you arrive at work—you're just being polite.**
a. True b. False
- 3. You should always keep your computer locked when you are not using it.**
a. True b. False
- 4. Broken lights, doors, windows, or locks could be a sign of a possible break-in.**
a. True b. False
- 5. Security doors need to be locked only at night.**
a. True b. False
- 6. You should always notify your supervisor first in case of any emergency.**
a. True b. False
- 7. It doesn't matter what you do after an emergency evacuation—the important thing is that you are safe.**
a. True b. False
- 8. Someone will always come and tell you if it is necessary to evacuate the building.**
a. True b. False
- 9. Don't worry about strangers unless they are acting suspiciously. You can't know everyone.**
a. True b. False
- 10. You should report:**
a. Any signs of drugs or alcohol
b. Any weapons
c. All of the above

When you have completed this quiz, turn it in to your supervisor.

Name: _____

Date: _____



ANSWERS TO SECURITY IN THE WORKPLACE QUIZ

1. b. False. Never lend your key to anyone. You don't know what they might do with it.
2. b. False. That just makes it easy for someone who is not an employee to get into the building.
3. a. True.
4. a. True.
5. b. False. Security doors should be kept locked at all times.
6. b. False. Different people may be the ones to notify, depending on the type of emergency. Learn who should be called in each case.
7. b. False. It is important for you to go to your assigned meeting place so your coworkers will know you are safe.
8. b. False. Leave as soon as you hear the emergency alarm. Do not wait for someone to tell you to leave.
9. b. False. Report strangers to your supervisor or security according to your company's policy—or politely ask them to leave, if those are your instructions.
10. c. All of the above.