

Workplace Safety Topic

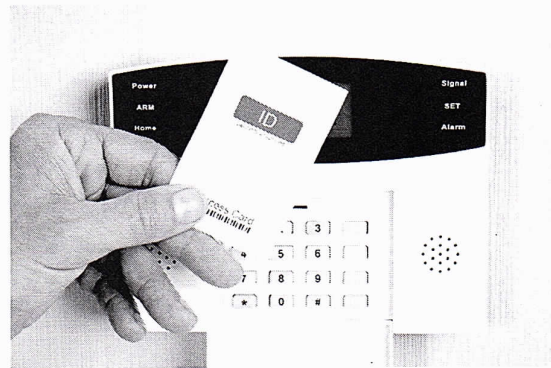
Infinium HR Group



Help Keep Our Workplace Secure: Know the Company's Security Policies

Be alert for unauthorized people in the workplace.

- Always wear any identification (ID) required by your company.
- Never lend your 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 ensure they can be opened from the inside in an evacuation.



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.
- Keep expensive materials, merchandise, or equipment as secure as possible.

Take action to prevent a dangerous situation.

- Report any stranger who is not being escorted by an employee, or politely ask if he or she needs help finding someone and escort to the destination or lobby.
- Know how 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—anything that could be a sign of a possible break-in.

Understand the proper emergency procedures.

- Know whom to notify in case of fire or any other kind of emergency.
- Know the alarm signal for evacuation—don't wait for someone to tell you to leave.
- Know your proper evacuation route, and follow it immediately.
- Know any emergency duties that are your responsibility.
- Go to your assigned meeting place as soon as you reach 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.