

# THE DENVER CENTER FOR CRIME VICTIMS



## MAKING YOUR WORKPLACE SAFE

Mechanical devices – alarms, safes, elaborate access systems – are only effective with the cooperation of the people they protect. Alertness, common sense precautions, and concern for coworkers are keys to preventing crime in the workplace.

For example:

- If you plan to work late or report in early, try to arrange your schedule to work with another employee. Let other people (family, coworkers) know when and where you will be.
- Be extra cautious when using rest rooms or stairwells that are in isolated locations, poorly lit, or open to the public.
- If you are working late, ask the security guard or a coworker to escort you to the parking lot.
- Know the security staff. Ask that they introduce themselves to all staff and that updated security information be distributed regularly. Information regarding security problems (car break-ins, stolen handbags) should be included in company newsletters or memos.
- Lock your purse or wallet in a drawer or closet at all times.
- Check the identification of any stranger who asks for confidential information, or any delivery or repairperson.
- If you notice any suspicious persons or vehicles, call security or the police. Be especially alert outside normal working hours.
- Keep emergency numbers for security, police, and fire assistance posted near every phone.
- Never write down a safe or vault combination or a computer password in a public or easily accessible place.
- Trust your instincts. If a person or situation doesn't feel comfortable, check out your feelings with your supervisor or a coworker.