

## Workplace Security

### Personal security measures:



- Never leave your purse or wallet in plain view or in the pocket of a jacket hanging on a door.
- Never leave cash or valuables at the office.
- Keep the business premises secure when working alone or before/after normal business hours.
- When working late try to find another worker or a security guard to walk out with you.
- Do not allow strangers to follow you into a secure area. Thieves often gain entry to buildings by 'tailgating' a legitimate staff member. Security and staff should question people who are not wearing identification and establish if they have authority for being on the premises.
- If you are in the elevator with another person, stand near the control panel so you are close to phone/emergency

buttons. If someone gets into the elevator that makes you feel uncomfortable, get off immediately and wait for another elevator.

- Report all suspicious and criminal activity to the proper authorities: police, office manager and building security. Have emergency numbers displayed prominently.
- Know your escape routes and emergency procedures.

### Business Premises security:

- Lock it up or lose it – Thieves usually look for items of value that can be easily sold such as laptop computers, mobile phones and cameras.
- Stay up to date – stay safe. Office security needs constant attention. A criminal offence against your business may be prevented by having up to date security measures in place and alert staff.

- Check security procedures for all building entry and exit points. Check for any faults and weaknesses in the security procedures you use. Thieves will take advantage of any opportunities to gain undetected access, such as through faulty fire doors and elevators, unattended loading docks and reception areas.
- Establish an assets register – Make sure your assets register contains the make, model and serial numbers of all your office equipment and is kept in a secure area.
- Nominate a security coordinator – It is recommended that one person in each office be nominated to be responsible for security issues. Their role should include: regularly conducting a security audit of the office, raising security concerns at staff meetings, liaising with other tenants or offices in the building, making recommendations to improve security and liaising with building security.
- Install security system warning signs to deter thieves – Warning signs at entry points to the building can inform a potential thief of your security system and deter them from entering the building.
- Network with other tenants about security issues – To have a broader understanding of the security issues that affect your office it is important that you liaise with building management and other tenants.
- Report all suspicious or criminal activity to Police – If you hear something or see something, say something.

