

**Workplace Safety**

**Satellite Conference and Live Webcast**  
**Wednesday, July 17, 2013**  
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Produced by the Alabama Department of Public Health  
Video Communications and Distance Learning Division

**Faculty**

**Tony A. Garrett**  
**Community Development Director**  
**Central Alabama Crime Stoppers**  
**Montgomery, Alabama**

**Workplace Violence**

- Any situation that may:
  - Threaten the safety of an employee or business patron / visitor
  - Have an impact on an employee's physical and / or psychological well being

**Objectives**

- Identify threats
- Plan of action
- Implementation

**Identify Threats:  
Security Survey**

**Analyze Overall Environment**

### **Risk Factors**

- Contact with the public
- Exchange of money
- Delivery of services or goods
- Having a mobile workplace
- Working with unstable or volatile persons in healthcare or social services

### **Risk Factors**

- Working alone or in small numbers
- Working late at night or during early morning hours
- Working in high crime areas
- Guarding valuable property or possessions
- Working in community-based settings

### **Analyze Overall Environment**

- Residential / business community
- Traffic
  - Walking / vehicle
- Local police stations
- Neighbors

### **Evaluate Outside Threats**

### **Exterior Barriers**

- What stops potential threats?
- What do I have and what can I get?

### **Visitors**

- Signage
- Fence line
- Secure parking
- Code of conduct
- Security guards / staff

### **Employees / Staff**

- Be visible
- Wal-Mart greeter
- Set clear boundaries
- Enforce rules

### **Threats from Within**

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- Establish communication
- Secret squirrel codes
- Who does what?
- When do I call the police?
- Escape routes

### **Co-worker Threat**

- Hostile, domestic violence, and / or offensive work environment
  - Harassment is so pervasive that it is difficult to bear and impossible to function in the workplace
    - Co-worker explodes or implodes

### **Steering Committee**

- Everyone has to be represented
- Discuss fact and rumors
- What if scenarios
- Discuss a workable plan

### **Away from the Office**

- Plan your routes
- Let someone know
- Call supervisor
  - End of day
- Single
  - Keep planner for family

### **When I Get There**

- Know where you're going
- Who else will be there
- Uniform bling
- Vehicle ID

### **Be Smart**

- Cell phone charge
- GPS
- Family locator
- Phone camera
- Social media

### **Personal Safety**

- Observe your surroundings
- Maintain your personal space
- Limit cash amounts on person
- Avoid walk-up ATM's
- Avoid carrying too much
- Walk facing oncoming traffic
- Elevators
- Purses

### **Locks**

- Solid wood or metal doors
- Metal frames for additional security
- Double keyed deadbolts or double cylinder
- Ground level windows
  - Nails, window locks
- Sliding glass doors

### **Locks**

- Re-key locks when purchasing new and old
- Safe rooms

### **Lighting**

- Timers
- Interior lights
- Exterior lights
- Photoelectric cell
  - Dusk to dawn
- Motion sensors
- Trees and shrubbery

### **Alarms**

- **Monitored system**
- **Burglary vs. personal safety**
- **Battery back-up**
- **Cellular modems**
- **Panic buttons**
- **Glass breaks**
- **Motion sensors**

### **Automobile Security**

- **Vehicle maintenance**
- **Car alarms**
- **Carjacking**
- **Gas pumps**
- **Intentional accidents**
- **Being followed**
- **Vehicle burglary and theft**

### **Examples of Protection Devices**

- **Personal alarms**
- **Mace / pepper spray**
- **Stun guns**
- **Self-defense**
  - **Your body**
- **Self-defense**
  - **Your demeanor**