

# COMMITMENT

To Safety

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## EMPLOYEE PERSONAL SAFETY TRAINING

All activities entail some risk. How we assess the risks involved and the precautions we take to practice prevention will help you increase your chances of living life as fully as possible – SAFELY!

### PERSONAL SAFETY GUIDELINES AT YOUR HOME

- Create a safety plan and make sure all family members are aware of it
- Have your keys ready when approaching your vehicle or building
- Vary your route – drive or walk different routes every day
- Do not label keys with your name or any other identification
- Don't talk about your social life or vacation plans where strangers can overhear you
- Always carry enough change for a telephone call
- Have lights on in all entrances
- Do not use your full name on your mailbox or on your answering machine
- Don't leave a schedule of your time away from home on your answering machine
- Know which neighbors you can trust in an emergency
- Check who is at the door before opening it – and never open the door to unexpected visitors
- Ask for photo identification of all repair persons – if you're suspicious, call to verify employment
- Never give personal information to telephone solicitors
- Do not let strangers in to use the phone – offer to make the call for them

### ON THE STREET and IN PARKING AREAS

- Be aware of your vulnerability – listen to and act on your intuition
- Mentally commit to doing everything you can to stay safe
- Be aware of your environment and take reasonable precautions
- Get away by creating and maintaining distance
- Be very careful using outside ATMs at night or in unfamiliar surroundings
- Don't overload yourself with packages or wear music headphones while walking or jogging
- Avoid being on the street alone

### IN A CAR

- Check inside and around your car before entering – make sure no one is hiding there
- Check your surroundings before getting out of your car
- Keep doors locked and windows rolled up – never leave your keys in your vehicle
- Park in well lighted, heavily traveled areas
- Don't let your gas indicator fall below ¼ tank
- Try not to park next to a van as you can be pulled in through the sliding door
- Don't leave valuables in plain sight inside your car

### AT WORK

- Don't leave keys lying about
- Notify security if you notice suspicious persons or vehicles
- Use caution in stairwells, isolated or poorly lighted restrooms, and elevators
- In elevators: stand near the controls, locate the emergency button, never enter if someone is suspicious
- Know your co-workers and look out for each other
- Keep purse, wallet, and other valuables with you or locked in a drawer or closet
- Be discreet – don't advertise your social life or vacation plans
- If you work odd hours walk with a group or ask another employee or security to escort you to your car