



## ***SAFETY FIRST***

**Workplace Violence Prevention** – According to the Bureau of Labor Statistics, workplace violence accounts for 18% of all work-related fatal occupational injuries. Employees should take these steps to protect their work area, enhance security, and prevent violence in the workplace:

- Arrange a danger signal with your co-workers so that you can silently or loudly alert them to danger.
- Alert your supervisor when you see strangers loitering.
- Report threats, violent outbursts, and other problem behaviors.
- Never handling suspicious packages; alert your supervisor.
- Keep emergency phone numbers near your phones.
- Don't allow clients into secure areas.
- Keep all unused doors locked at all times.
- Try to walk in groups to your cars after dark.
- Lock all doors after regular business hours to ensure the safety of late working employees.
- Don't work alone at night or on weekends.
- If there is an immediate security concern, call 911.