



Minnesota Crime Prevention Association's Crime Prevention Tips

The MCPA strives to bring current information regarding prevention topics to its members. Please use these prevention tips to promote safety to the citizens of your community. These tips are great for brochures, newsletters, e-mails, etc.

Topic: **Workplace Safety**

Traveling In and Out of Work

- ✍ Park your vehicle under or next to a light pole if you are coming to or leaving work when it is dark outside
- ✍ Walk in and out of work in pairs or groups, especially late at night
- ✍ Do not leave work if you are not comfortable with someone in the parking lot
- ✍ Report anyone waiting in the parking lot who does not appear to be there for business

Safety at Work

- ✍ Let other employees know when you leave the office and about what time you will return.
- ✍ Leave a number where you can be reached in case of emergencies
- ✍ Carry a cell phone in case you need help or are in trouble
- ✍ Maintain an open and honest work environment so employees and coworkers feel safe and confident reporting concerns to you
- ✍ If you have an order for protection or are having domestic problems, tell other employees or the front desk employee so this person is not allowed to contact you.
- ✍ Train employees about workplace violence, what it is, how to prevent it and what to do if it happens
- ✍ Make sure the workplace is secure if you remain at work after normal working hours
- ✍ Complete thorough background checks on all employees before hiring them
- ✍ Require visitors to sign in
- ✍ Have an emergency plan in place and review it with all employees yearly
- ✍ Know the location of fire extinguishers and medical kits
- ✍ If there is an emergency, set a designated meeting place for all employees

Front Desk

- ✍ If your business has face to face customer contact, do not leave objects that may be used as weapons out at the front desk (stapler, paper weights, coffee mugs)
- ✍ Have the front desk positioned so that there is an escape route for the employee
- ✍ Set up a pre-coded page for the front desk employee to use in case an upset customer gets out of control or the employee feels unsafe