

## Keep Workplace Safety a Top Priority

With your employees' and visitors' safety a priority, MSA Security®, An Allied Universal® Company, prepared recommendations to assist organizations of every size communicate best practices for vigilance in and around the workplace.



### Staying Safe While Walking

- Be alert at all times and refrain from wearing headphones to ensure you can hear your active surroundings.
- Carry your belongings securely and close to your body. Carry only the cash and credit cards you need at that time.
- Travel on populated and well-lit streets. Do not take shortcuts through isolated areas and if you suspect someone is following you, head immediately to a store or other area with people.
- Avoid walking alone at night and if possible, travel with one of more other individuals.
- When walking on the sidewalk, stay closest to the street and avoid areas with heavy bushes, dark doorways or places of concealment.
- Should someone harass you, keep walking. Do not respond to them or engage. Should a motorist approach you while walking, reverse your direction. If they continue, seek a safe and populated location.
- Always have your door keys in hand prior to reaching home. Never search for them while standing outside.
- Do not be afraid to yell for help, if necessary. Your voice is a weapon.
- Always have your cell phone, know your location and in case of emergency, dial 911.



### Staying Safe Traveling for Work

- Be wary of unexpected persons coming to your hotel room. Never open the door to unsolicited room service or maintenance people. Contact the front desk with any concerns.
- Be sure to give your luggage only to a member of the hotel staff and insist on a receipt for stored luggage. Never leave any of your belongings unattended at any time during travel.
- If choosing a car service, contact a specific company directly rather than accept an unsolicited 'car service' offering to take you to your destination.



### Staying Safe on Subways and Buses

- Use designated waiting areas, ride in the conductor's car or sit near the front of the bus.
- Be aware of your belongings in crowded situations and keep them close to your body.
- Do not display jewelry, cash or valuables.





### Staying Safe on Elevators

- If someone makes you feel uncomfortable while waiting for an elevator, leave the area and return for another elevator.
- Check the elevator's mirror before entering.
- Exit the elevator if someone enters that makes you feel uneasy.
- When in the elevator, stand by the control panel if possible. If accosted, press as many buttons as you can to get the elevator to stop at the next floor.



### Staying Safe in Your Vehicle

- Always park in a well-lit area and keep packages and belongings out of sight.
- When returning to your vehicle, always check the rear seat area before entering.
- If a van or truck is parked next to your car, be cautious before entering because you are out of public view.
- When getting gas, keep passenger doors locked and windows closed. Never leave your belongings on the seat in plain view.
- Maintain your vehicle to avoid unexpected breakdowns and make sure you have gas in the tank.



### Staying Safe Dining Out

- Never leave your belongings unattended or over the back of a chair or on a stool. Keep your bag and belongings close to you at all times.
- Do not accept drinks from anyone unless you saw it prepared. Never leave your drink unattended.
- Travel to and from restaurants and bars with a friend or group.
- Always have money for a taxi, Uber or other transportation and make sure you record the car numbers.



### Beware of Scams

- Theatre, music, and sporting event tickets sold on the street or on the internet may be counterfeit.
- Persons pointing to money, that you supposedly dropped, distract you and take your briefcase or bags.
- Individuals helping 'clean off' mustard or ketchup squirted on your jacket distract you and remove your wallet or valuables.

**Follow your instincts. If something seems wrong, it probably is.**



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