

Safety Tip

Date: December 07, 2017

Staying safe while working late

After work hours safety is an important responsibility that should not be overlooked. No matter whatever the reason for working late, it is best to ensure your safety while working and before leaving the facility. Stay alert and take proper precautions.



Keep in constant communication

- If you are the only person left working, stay connected with co-workers, your boss and family members so, they are aware of where you are and if you are safe.
- Stay near your phone at all times, even if you leave your office. Try to avoid walking alone in the facility but, if you must, carry your cell phone with you in case of an emergency.

While leaving

- Have your vehicle keys in your hand and be ready to unlock the door as soon as you get there. Lock your car as soon as you get in.
- Remember to check the area around your car for someone hiding next to, beside or under it, as well as the front and back seats of your car before getting in.

Note: If you notice anything suspicious, notify security or the police.

While working

- Safeguard your valuables. If security members are on site, ask them to notify you of their presence.
- Avoid walking throughout the building alone. If security is available, you can ask for a security professional to escort you to the parking lot or to public transportation, especially if it is dark when you leave.

Source: Open

Safety Tips

An initiative to share a safety and security tip to encourage caution amongst society...it's **worth following and sharing with near and dear ones!** We encourage everyone to be a part of this initiative through their inputs and thoughts.