



Remaining safe from crime while on the job is really just a matter of exercising some common sense precautions as you go about your daily duties. Although nothing can absolutely guarantee that you won't become a victim of crime, following the guidelines described in this article should help you to reduce your odds considerably.

1. Remain alert to all activity taking place around you. Don't become so absorbed in your work that you allow someone to walk up and take you by surprise. Headphones are not a good idea to wear while working; although they relieve the monotony of especially repetitive tasks, they also cut you off completely from what's going on in the area around you.
2. Be familiar with the people who share your building or work in your area on a regular basis. Especially if you work at a time when the building is usually empty, remain alert for unfamiliar people. If you find someone you don't know loitering in your building, call the police immediately.
3. If you have to do some work in a remote or isolated area, let a colleague know when you are going and about how long you expect to be. Ideally, tell someone who can check on you periodically to be sure everything is alright. This is not just a good practice for crime prevention, but for other emergencies, too. In the event you fall down or have some type of unexpected medical problem it may be critical to have someone checking on you who can summon assistance if needed.
4. Make sure you know which doors in your building should be unlocked or open and which should be closed. Keep doors locked if they're supposed to be, especially if you're working alone or at odd hours. If possible, lock yourself in completely when coming in early or working late, and don't forget about ground floor windows . . . a locked door is useless if there is an open window next to it!
5. If you ever arrive at work and find evidence of a possible break-in, or you believe someone may be inside a building you know is supposed to be empty, **don't go inside!** Proceed to the nearest telephone in a nearby building and call the police immediately. Not only do you run the risk of confronting a criminal if you go inside yourself, you may also destroy valuable evidence that could be used to solve the crime. Police assistance is only ever a phone call away, so don't be afraid to call. We'd much rather respond to a situation that doesn't require us, than not be called about a situation that does.

These are just a few ways that individuals can reduce their odds of becoming a victim of crime. Get together with your colleagues to discuss things you could do as a group to make your work environment less susceptible to crime. If you have questions or concerns, don't hesitate to contact us, especially if you have a particular problem in your work area. We'd be pleased to try and help you brainstorm creative solutions!