

NBSIA Member Services Safety Bulletin

September 2016

PROTECT YOUR WORKPLACE



Workplace safety is of the utmost importance. Because most school sites are public and have numerous people entering and exiting daily, it is all the more important to follow security precautions to protect all employees

and students. The U.S. Department of Homeland Security suggests taking these steps in order to help protect your workplace:

- Monitor and control who is entering and exiting your workplace. This includes current employees, former employees, delivery and service personnel, students, parents, and volunteers—everyone. Be sure to review your site's check-in policy, ensure that all employees are familiar with the policy, and make sure that it is routinely followed and enforced.
- Check identification and ask individuals to identify the purpose of their visit.
- Report broken doors, windows, and locks to both your security personnel and maintenance as soon as possible.
- Make back-ups or copies of sensitive and critical information and databases.
- Store, lock, and inventory your site's keys, access cards, uniforms, badges and vehicles. If you find that any of these things are missing, report it immediately.
- Monitor and report suspicious activity in or near your facility's entry/exit points, loading areas, parking areas, garages, and immediate vicinity.

- Report suspicious-looking packages to your local police. **DO NOT OPEN** or **TOUCH**.
- Shred or destroy all documents that contain sensitive personal or organizational information that is no longer needed.
- Keep an inventory of your most critical equipment, hardware, and software.
- Store and lock your personal items such as wallets, purses, and identification when not in use.
- Review and update your site's emergency procedures annually. Ensure that all employees are familiar with the emergency procedures as well.
- Routinely test and service all security alarms and lighting around your site.



This information was adapted from the U.S. Department of Homeland Security. www.US-CERT.gov

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Keep a copy of this bulletin in your Injury and Illness Prevention Program (IIPP) binder and be sure employees receive a copy.