



John W. Furrh Associates, Inc.

# Safety TIP

## How Secure is Your Company?

Many companies often have visitors who enter and exit the facility. Also, non-employees come on-site to repair machines, equipment and to perform routine maintenance along with janitorial work. Occasionally, employees' family members and sales representatives stop by.

Just a short time away from a work station can leave an employee's equipment and materials vulnerable to being stolen or permit observation and information gathering. Does your company have a plan in place? It's important to establish policies and procedures for visitors that will lessen security risks.

### Company Security controls

- Is there visitor/client sign in/out?
- Are visitor(s)/client(s) escorted?
- Are identification badges used?
- Are emergency phone numbers posted?
- Are there internal procedures for conflict (problem) situations?
- Are parking lots well-lit?
- Are security guards used at the facility?
- If no, has consideration been given to the local law enforcement response capability?

### Training

- Has training been conducted?
- Does training include:
- Components of facility security program?
- Work practice controls instituted at the workplace?
- Techniques to use in potentially violent situations?
- How to anticipate/read behavior?
- Procedures to follow after an incident?
- Recognizing abuse/paraphernalia?

### Floor plan, evacuation plan

- Are evacuation plans current?
- Are floor plans posted showing exits, entrances, location of security equipment, etc?

In addition, DOT mandates that certain companies have a Written Security Plan and do specific training. The most common reason a company would qualify under DOT is by: Offering for shipment or the transport of a quantity of hazardous material that requires placarding (1001 lbs or more).

*For more information please contact us at 508-824-4939.*