

Security SpotLight

An Informational Guide for Security Clients

Workplace Safety Checks

While it is easy to assume that items at work are inspected and properly serviced, it is prudent to be observant and notify the appropriate point of contact if it is not working or might be a hazard. Vigilant employees can be partners in maintaining a safe workplace by helping to ensure that all important safety items are in proper working order.

- **Check that fire extinguishers are certified by inspecting the label on the units and verifying that they are fully charged.**
- **Make sure that break room microwaves are properly working, sinks are not leaking, and outlets are properly grounded. This can also apply to the rest rooms sinks and toilets.**



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Routine Assessments for Security Health

Just as routine medical check-ups can help maintain the health of our bodies, routine assessments of the physical spaces in our daily lives can help ensure our safety and security. The change in seasons is a good time to perform safety and security checks of our homes, cars, and workspaces to ensure that seemingly small items are inspected and tested for both peace of mind and our safety.

These routine assessments protect the warranty by conforming to stipulations as established by the products' manufacturers. Following are a few of the more important items to check. Note, this is not intended to be an exclusive list, but only suggestions for appropriate maintenance of common items.

Inspect Your Living Space

Home is a good place to begin a safety and security assessment. Many items inside, outside and around the home should be routinely evaluated.

- Check batteries in smoke and carbon dioxide detectors by pressing the test button on the units. Replace batteries if it has been more than one year.
- Inspect and clean, if necessary, the peephole glass on your front doors. Check all key locks and deadbolts to ensure that they are in proper working order and oil if necessary. Be sure that window locks secure tightly
- Inspect and clean dryers and dryer vents. Blocked exhaust tubes can

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- **Notice whether emergency exit signs are properly lit and whether emergency evacuation floor plan signs are posted on each level of the building. Inquire about scheduled fire alarm drills.**
- **Report any broken handrails, cracked tiles, ripped carpet, or uneven floor transitions.**
- **Inspect your work area for potential fire hazards and obstructions that could impede emergency egress from the building. Check all electronics, computer cords, and surge protectors for breakage or excessive wear. Replace as needed.**
- **Verify that first aid kits are properly stocked and dated items are not expired. Check to see that the AED is properly inspected and in working order.**
- **Notice whether elevators have state inspection certificates posted or if they are available elsewhere on-site.**
- **Check parking areas for proper illumination and report any areas that might require repairs.**

be a fire hazard. Ensure all surge protectors are in proper working order. Some manufacturers recommend replacing them if the home's electrical system is struck by lightning.

- Trim foliage around your home that blocks windows or is large enough to conceal a person.
- Test outside lights and check motion sensor lights, cleaning sensors, if necessary.
- If you have a pool, inspect the fence or safety gate around it to verify that there are no breaks and that the gate latch is secured tightly.

Inspecting the Car

The start of each season is a good time to ensure all major safety features are working on your car.

- Check tire pressure to ensure tires are inflated to manufacturer's specifications. Inspect tires for wear and replace if they are balding or damaged.
- Clean or replace windshield wipers, if they are no longer clearing the glass effectively, and remember to top off the fluid reservoir. Check the windshield and replace if there are any cracks that hinder the driver's line of sight.
- Make sure car lights, including the reverse and brake lights, are in proper working order. It is

recommended you have someone assist you when doing this.

- Test the car's horn to ensure it is properly functioning. Inspect the brake system and replace the pads and rotors if the manufacturer's maximum mileage has been reached on either. Check that seat belts are working properly.
- Verify required vehicle documentation—insurance card, registration, inspection card, etc.—are in the car, complete and up-to-date.

Safety All Around

Taking time to inspect and verify the proper functioning of items in our homes, cars, and work areas is an important component of safety and security. Knowing that family, friends, and coworkers are protected from potential hazards helps bring peace of mind. Safety and security checks such as those described help reinforce the Securitas values of Integrity, Vigilance, and Helpfulness.



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Helpfulness

For more information on this and other security related topics, visit the SCIS Safety Awareness Knowledge Center at <http://www.scisusa.com/knowledge-center/>