

# Security SpotLight

## An Informational Guide for Security Clients

### Assessments for a Safe Workplace

**Vigilant employees can be partners in maintaining a safe workplace by helping to ensure that all important safety items are in proper working order. Notify the appropriate point of contact if you observe something not working, expired or potentially hazardous in some other way.**

- **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 work properly, sinks are not leaking, and outlets are properly grounded. This can also apply to the restroom sinks and toilets.**

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## Assessments for Everyday Safety

Routine check-ups help to ensure things are kept safe and well-maintained. Like the routine check-ups we have for our bodies, routine assessments are equally important for ensuring the safety and security of the physical spaces in our daily lives. Identify a time that's easy to remember, like the change in seasons, and take a moment to perform safety and security checks in your home, car, and workspace. Routine tests of the items in these spaces help protect warranties by complying with manufacturers' requirements. A recommended list of items to routinely check is outlined here. This list is not exhaustive but provides suggestions for appropriate maintenance of common items.

### Home Safety Check Up

Many items associated with our homes can be potential hazards, making it a good place to begin a safety and security assessment.

- Check batteries in smoke and carbon dioxide detectors using their test buttons. Replace batteries once a year.
- Inspect and clean the peephole glass on your front doors. Check that key locks and deadbolts are in proper working order and oil if necessary. Be sure that window locks secure tightly.
- Inspect and clean all dryers and dryer vents. Blocked exhaust tubes can pose a fire hazard.
- Verify that surge protectors are working properly. Some

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- **Notice whether emergency exits signs are illuminated and each level of the building has appropriate signage indicating emergency evacuation floor plans and exits. Inquire about scheduled fire alarm drills.**
- **Report broken handrails, cracked tiles, ripped carpet, or uneven floor transitions.**
- **Inspect your work area for potential fire hazards and obstructions that could impede leaving the building in an emergency. Check all electronics, computer cords, and surge protectors for breakage or excessive wear. Replace any that are questionable in safety.**
- **Verify that first aid kits are properly stocked and notify a supervisor if any dated items are expired. Check 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 lighting and report any areas that might require repairs.**

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manufacturers recommend replacing them if the home's electrical system is struck by lightning.

- Trim any foliage that blocks windows or is large enough to conceal a person near the home.
- Test outside and motion sensor lights, cleaning sensors, if needed.
- If you have a pool, inspect the fence or safety gate for breaks and ensure that the gate latch closes tightly.

## Maintain Your Car for Safety

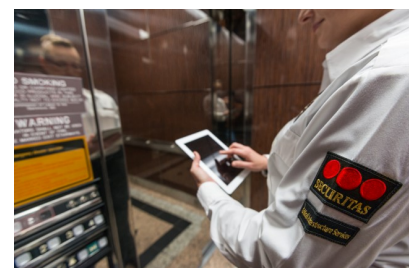
Proactive maintenance at the start of each season helps ensure all major safety features are working on your car.

- Check that tire pressure conforms to the manufacturer's specifications. Inspect tires for wear and replace them if they are balding or damaged.
- Clean windshield wipers. Replace them if they are no longer clearing the glass effectively. Top off the fluid reservoir. Inspect the windshield and replace if there are any cracks that interfere with the driver's line of sight when operating the vehicle.
- Make sure car lights, including the reverse and brake lights, are in proper working order. Asking someone to assist you will make this inspection easier to complete.

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

## Keep Your Environment Safe

Inspecting and verifying the proper functioning of items in our homes, cars, and work sites is an important component of maintaining the safety and security of your environment. Helping to protect family, friends, and coworkers from potential hazards helps bring peace of mind. Safety and security checks such as those described demonstrate the Securitas values of Integrity, Vigilance, and 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/>