

SOLID SECURITY BY STAFF

No 12 in a Series of Security Tips

GRIFFITHSREID

PROVIDING INTELLIGENT SECURITY SOLUTIONS

HOW TO FIGHT CRIME AT WORK

The best protection for any business are alert and caring groups of employees. Since most people spend a third of their lives at work earning a living, they also need to protect their source of income.

Anybody working in an office or shop shares responsibility to help make it a safe place and protect colleagues as well as company property and equipment. Set an example by applying the company's security programme and using your common sense....:

- ◆ Protect keys, handbags and other valuables of colleagues;
- ◆ Challenge strangers in restricted areas;
- ◆ Never discuss company affairs out of office or with strangers;
- ◆ Lock up documents, your desk and the office when leaving your work station;
- ◆ Insist on positive identification when paid by cheque & check for counterfeit notes;
- ◆ Be alert and guard against shoplifting and employee theft;
- ◆ To deter shoplifting, be wary of bulky coats, large bags and people unable to move normally;
- ◆ Shoplifters are easily discouraged when noticing how alert yet friendly staff appears.
- ◆ When working out of office, avoid unnecessary risks and never leave valuables and equipment unattended.
- ◆ Always have emergency cellphone numbers to call for help from security or the police
- ◆ Ask to work with partners especially outside the office in high-crime areas.

SURVIVING VIOLENT CRIME OR OTHER VIOLENT INCIDENTS:

- Avoid confrontations heading towards violence or try to calm the person.
- If shots are fired, immediate seek cover behind counters or furniture, lie down or sit on the floor, run away from the scene or lock yourself in a room.
- Call for help by phone or cellphone — your security section or the police.
- When confronted by armed robbers, always follow orders & don't challenge them.

Contact us on Tel 27 11 786 8556 or visit us at www.griffithsonline.co.za