

# Going to work?



*You need to take your street smarts along!*

Almost any crime that can happen at home or school can happen at work. Simple common-sense prevention skills can help make your workplace safer.



# SAFETY WHILE AT WORK



## REMEMBER:

The best safety tip is simple common sense. If something looks or feels wrong, then something probably is wrong. Don't wait until it is too late; "better safe than sorry!"



## Work Sense is Common Sense

- Keep your purse, wallet, keys, and other valuable items with you at all times or locked in a drawer or closet.
- Let your spouse, parents or trusted friend know your work schedule, especially if you're going to be leaving work early or staying late.
- Be sure to let your supervisor know when you are going on a break or leaving the premises, even for a few minutes.
- Mark your personal items, such as an Ipod, CDs, or cellular phone, with your name or initials and an identification number like your driver's license number, if you choose to bring them to work.
- Report to maintenance any broken or flickering lights, dim corridors, doors that don't lock properly, and broken windows. Don't wait for someone else to do it.
- Don't advertise your social life or your family's vacation plans to people at work.
- If your supervisor asks that you close up in the evening, ask that someone else stay with you so you're not alone.

- Be clear about and always follow official procedures for handling cash.
- Do not take anything from work. It's theft. You can be fired and/ or arrested.
- Do not use medicines or drugs that may impair your senses while on the job. If you have prescription medications that you must take, confirm the side effects with your doctor and advise your supervisor if necessary.
- Report any suspicious activity or person immediately to campus police.
- Cooperate if you are confronted by a robber. Merchandise and cash can always be replaced – people can't.

### Trouble Spots

- **Stairwells and out-of-the way corridors:** don't take isolated stairs alone. Use the elevator or take a co-worker with you.
- **Elevators:** don't get into elevators with people who look out of place or behave in a way that makes you feel uncomfortable. If you find yourself in an elevator with someone who makes you nervous, press the next floor button and get off as soon as possible. Also, stand near the emergency phone or button in the elevator.

- **Restrooms:** people can hide in stalls and corners. Be extra cautious when using restrooms that are isolated or poorly lighted.
- **After hours:** don't work late alone. If that is your assigned shift, create a buddy system for walking to parking lots or public transportation or ask campus police to escort you.
- **Parking lots or garages:** choose a well-lit, well-guarded parking area. Always lock your car and roll windows up all the way. If you notice strangers hanging around the parking lot, notify campus police. When you approach your car, have the key ready. Check the floor and front and back seats before getting in. Lock your car as soon as you get in – before you buckle your seat belt.
- **Public transportation:** exercise caution when using trains and buses. Wait at well-lit, busy stops. Sit close to the driver or exit doors. If someone makes you feel uncomfortable, tell the driver.

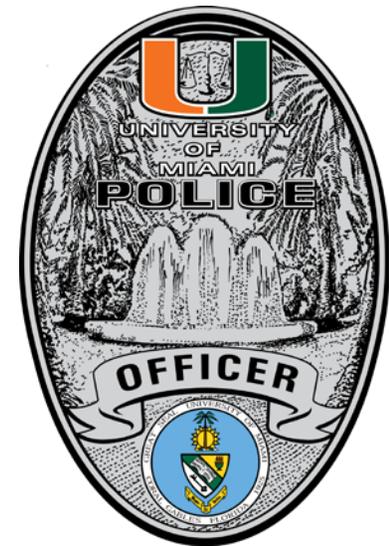


## NEVER HESITATE TO CONTACT UM POLICE

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<b>UM Police Dispatch</b>	<b>(305) 284-6666</b>
UM Police Fax	(305) 284-1541
UM Crime Prevention	(305) 284-1105
SART Hotline	(305) 798-6666

[www.miami.edu/police](http://www.miami.edu/police)



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