



# SafetyAlert

We're Serious About Safety

## Personal Safety for Community-Based Employees

Personal safety begins with awareness. As a community-based employee who provides services outside the traditional office setting, you need to be alert to the potential dangers and risks to your well-being. You need to be aware of what is going on in your immediate environment. The sad reality is that we live in an increasingly violent society in which the fear of crime is ever-present. Personal safety has become an issue of importance for everyone. Your safety and security in every aspect of your life are important. Use these tips & techniques to help protect yourself, your loved ones, and your valuables.

### Safety While Walking

1. Wear proper clothing for the work that is being done.
2. Carry your personal items (purse, camera, and other items) in a proper manner.
3. Always be aware of passing cars and the people around you.
4. When walking, be aware of possible escape routes.



### Preparations to be Addressed Before a Service Visit:

1. Learn as much as possible about your client, customer, or consumer.
2. Prior to the visit, learn about the neighborhood, parking, people who will be at the site or in the site building, and any other relevant information.
3. Provide your employer with your visit itinerary.
4. Plan a route to be followed prior to the visit.
5. Bring a cell phone.

### Safety While Driving

1. Check condition of the vehicle.
2. Check the inside of vehicle before entering and adjust seat and mirrors if necessary.
3. Follow the route that has been planned.
4. Be aware of people around you while driving.
5. At the worksite, keep your vehicle locked.
6. Keep all valuables out of sight.

### Parking Lot Safety

1. Park in a well-lit area and as close to the building as possible.
2. Always be aware of people around building and vehicle.
3. Never approach your vehicle if you sense danger.
4. Security can assist if necessary.
5. Always check under, around and inside of vehicle prior to entering.



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