

TOOL BOX TALKS

Late-Night Workplace Violence

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths. However it manifests itself, workplace violence is a growing concern for employers and employees nationwide. Review this tool box talk with your employees.

WORKSAFE TIPS

Tips for preventing late-night workplace violence:

- Follow established security procedures.
- Report security equipment that does not work.
- Report threats made by customers or passers-by.
- Keep back doors, and loading dock doors locked.
- Don't prop doors open; this defeats security measures.
- Keep windows and peep sights clean and clear.
- Make sure parking lot lighting works.
- Minimize outside work during late-night hours.
- Assign two employees to take trash to the dumpster or wait for a safer time.
- Keep dumpster area doors closed and scan dumpster areas before entering them.
- Don't use cell phones or other technology when outside during late-night hours. A distracted person can easily become a target.
- Lock all car doors and do not carry a purse.
- Never flash valuables or cash.
- Lock valuables in the trunk.
- Scan parking lot areas before proceeding.
- Carry a flashlight.
- After closing, all employees can leave the building together.
- Stay aware of your surroundings.
- Know 911 or your local emergency phone number.
- Keep track of all employees.

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Scan the parking lot for backing vehicles and people between vehicles.



Keep dumpster areas cleaned up to eliminate areas to hide.



Make sure parking lot and security lights work.