

Health & Safety Alert



Protect your workplace

Sept. 12, 2006—September's monthly Health & Safety theme is security, and we've gathered these tips from the U.S. Department of Homeland Security on safeguarding your workplace:

- Monitor and control who is entering your workplace, including current employees, former employees and commercial delivery and service personnel.
- Check identification, and ask individuals to identify the purpose of their visit to your workplace.
- Report broken doors, windows and locks to your supervisor or security personnel as soon as possible.
- Make back-ups or copies of sensitive and critical information and databases.
- Store, lock and inventory your organization's keys, access cards, uniforms, badges and vehicles.
- Monitor and report suspicious activity in or near your facility's entry/exit points, including loading docks, parking areas, garages and the immediate vicinity.
- Report suspicious-looking packages to the police. Do not open or touch them.
- Shred or destroy all documents that contain sensitive personal or organizational information that is no longer needed.
- Keep an inventory of your most critical equipment, hardware and software.
- Store and lock your personal items such as wallets, purses and identification when not in use.

Call the police to report a suspicious person, vehicle or activity in or near your workplace, and remember to call 911 in an emergency.

Sources: [U.S. Department of Homeland Security](http://www.US-CERT.gov) and Business and Legal Reports, Inc. Go to www.US-CERT.gov to download a poster with these tips.



Health & Safety Alert is designed to share urgent safety news and tips with CH2M HILL OMI associates. If you have questions, or if you have items to share, please contact Corporate Health & Safety Manager [Jeff Chandler](#). Look for more H&S news in the next issue of *Safety Begins With Me*.

