



SAFETY MATTERS

WORKING LATE

It seems like businesses are staying open later and later. Fast food chains stay open until the early hours of the morning, stores stay open 24 hours, and even some healthcare centers stay open all the time. While this is great for a demanding public it can be dangerous for the worker who leaves their job at strange hours.



One worker at a major fast food chain faced the consequences of having to work a late shift. She was working alone at around 4am when she heard a banging on the back door. The intruder was able to enter the facility and stabbed the worker 21 times before strangling her to death. But what could she have done to protect herself? Every situation is different but here are some guidelines to follow if you find yourself working late.

What To Do

- Make sure that someone knows you are working late and let them know when you plan to be home. If there is a security guard in the building let them know how long you plan to stay.
- Think about your location. Are there any safe places to go? Make sure there is a phone or you can get cell reception in that location.
- If at all possible park your car in a well-lit area even if that means moving your car later in the day.
- Make sure all the doors and windows (if applicable) are locked. Don't rely on someone else to do it for you.
- Check the storage rooms or bathrooms to make sure no one is in there.
- Know where the phones are and if possible stay



close to one. Consider carrying a cell phone if company guidelines permit.

- If you think someone might be inside your location don't yell out to them. Quietly exit the room and try to find a lockable room so you can call for help.
- Never let a stranger know you are alone. If they ask tell them your supervisor "will be right there" or is "in another room"
- If you think someone is loitering outside your location call the police or security officers (if your location has them).

Never hesitate to call for help if you feel you are in a dangerous situation. Call a friend or family member to come pick you up. Call security or police if you feel a hostile person is in or around your location.

Risks of Working Alone

Some jobs have a certain element of danger. It's important to recognize that and make sure you are not alone if the job you are doing could injure you. Think about all the hazards at your job (sharp objects, big machinery, etc). Are you appropriately trained to handle all of equipment for your job? Do you know the procedures for use? How to use the guards and if you need Personal Protective Equipment? If you feel that the job you are requested to do is to dangerous to do by yourself, talk to your supervisor. Perhaps they could have the job done during normal business hours, or add another person to help you with the task.

Using a Check-in System

A check-in system can allow management and other employees to know where you should be and when. Then everyone can look out for each other.

- Post a work schedule so everyone knows who will be working and when.



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- Establish one person as the main contact in an emergency situation and make sure everyone has their telephone number. Also have a back-up.
- Consider having that main contact call in at regular intervals. Or consider having a family member or friend call you a few times to ensure you are safe.
- Develop a code word that will enable someone to know is a co-worker is in trouble and needs help. Make sure it's a word that is not in the normal work vocabulary but is not too obscure as to alert an intruder.



Be Aware of Other People

You don't always know what is going on in a customer or clients mind. If you notice any of these signs try to get help or try get away from the stranger.

- Loitering outside your location
- Agitated or uneasy
- Doesn't make eye contact with you
- Start asking questions about activities and procedures of your job
- Individual starts to make threats or takes aggressive actions

Quiz

- Don't bother telling anyone you are working late it's just a wasted call.
 - True
 - False
- Name two places in your workplace that are relatively safe and have a phone or good cell reception.

- Make sure that other people lock the door so you are safe.
 - True
 - False
- If you think someone is else is in your workplace that doesn't belong quietly exit the room and go to a safe place.
 - True
 - False
- Never let a stranger know you are alone.
 - True
 - False
- If you are given a task to do alone that you feel is hazardous just go ahead and do it and tell someone the next day.
 - True
 - False
- Check the work schedule to see when people are working.
 - True
 - False
- It's too much responsibility for one person to be the main emergency contact so just exchange numbers with a bunch of other people and have them check on you.
 - True
 - False
- Should you and your co-workers consider developing an emergency code word?
 - Yes
 - No
- Should you be concerned if a stranger starts asking questions about your job procedures and activities?
 - Yes
 - No

1. b; 2. review your answers with your supervisor; 3. b; 4. a; 5. a; 6. a; 7. a; 8. b; 9. a; 10. a;

Answers



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TRABAJANDO HASTA TARDE

Parece que los negocios permanecen abiertos cada vez más tarde. Las cadenas de comida rápida están abiertas hasta la madrugada, los almacenes permanecen abiertos las 24 horas del día e incluso algunos centros médicos permanecen abiertos todo el tiempo. Si bien esto es estupendo para un público exigente, puede ser peligroso para los trabajadores que terminan su trabajo a horas inusuales.



Una trabajadora de una de las grandes cadenas de comida rápida tuvo que sufrir las consecuencias de tener que trabajar en uno de los turnos tarde por la noche. Estaba trabajando sola a eso de las 4 de la madrugada cuando oyó un estruendo en la puerta trasera. El intruso pudo entrar al establecimiento y apuñaló 21 veces a la trabajadora, antes de ultimarla estrangulándola. ¿Pero qué hubiera podido hacer para protegerse? Cada situación es diferente; sin embargo, existen algunas pautas que se deberían seguir si tiene que trabajar hasta muy tarde.

¿Qué se debe hacer?

- Asegúrese de que alguien sabe que está trabajando hasta tarde y avísele cuándo tiene planeado regresar a casa. Si hay un guardia de seguridad en el edificio, infórmele por cuánto tiempo tiene planeado permanecer.
- Piense acerca de su ubicación. ¿Hay algún lugar seguro adonde pueda ir? Asegúrese de que haya un teléfono o de que pueda recibir una señal para su celular en ese lugar.
- Si le es posible, estacione su automóvil en una zona bien iluminada, incluso si ello signifique que tenga que mover su vehículo ese día más tarde.
- Asegúrese de que todas las puertas y ventanas (si corresponde) estén cerradas con llave. No confíe en que otra persona lo hará por usted.



- Inspeccione los depósitos o los baños para asegurarse de que allí no hay nadie.
- Averigüe dónde quedan los teléfonos y, si es posible, ubíquese cerca de uno de ellos. Piense en llevar un teléfono celular, si las normas de la empresa se lo permiten.
- Si piensa que podría haber alguien dentro de su establecimiento, no le grite. Sálgase del cuarto sin hacer ruido y procure localizar un cuarto en el que pueda cerrarse con llave, de modo que pueda pedir ayuda.
- Nunca le informe a un(a) desconocido(a) que está solo(a). Si le preguntan, díales que su supervisor(a) “regresará en cualquier momento” o que está “en otro salón”.
- Si piensa que hay alguien merodeando afuera de su establecimiento, llame a la policía o a los agentes de seguridad (si su establecimiento los tiene).

Nunca vacile en pedir ayuda si tiene la impresión de que se encuentra en peligro. Llame a un(a) amigo(a) o familiar para que venga a recogerle(a). Llame a seguridad o a la policía si cree que haya una persona hostil dentro de su establecimiento o en sus alrededores.

Los riesgos que se corren trabajando solo(a)

Algunos trabajos presentan ciertos elementos de peligro. Es importante que reconozca esto y asegurarse de que no esté solo(a) si el trabajo que realiza pudiera hacerle daño. Piense en todos los peligros que hay en su trabajo (objetos afilados, grandes maquinarias, etc.). ¿Le(a) han capacitado adecuadamente para manejar todo el equipo de su trabajo? ¿Sabe cuáles son los procedimientos para su uso? ¿Cómo utilizar los dispositivos de protección y si necesita un Equipo de protección personal? Si cree que el trabajo que le piden que haga es demasiado peligroso para hacerlo usted solo(a), hable con su supervisor(a). Tal vez podrían hacer que el trabajo se realice en horas hábiles normales o incorporar a otra persona para que le(a) ayude con la tarea.



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Cómo utilizar un sistema de registro

Un sistema de registro permite que la administración y otros empleados sepan dónde debería estar usted y cuándo. Entonces todos pueden cuidarse los unos a los otros.



- Fije un horario de trabajo de forma que todos sepan quién estará trabajando y cuándo.
- Designe a una persona para que se desempeñe como contacto principal en caso de emergencia y asegúrese de que todos tengan su número de teléfono. También designe a un(a) sustituto(a).
- Piense en solicitar al contacto principal que llame con frecuencia. O bien piense en pedirle a un(a) familiar o amigo(a) que le(a) llame varias veces para asegurarse de que usted se encuentre bien.
- Cree una palabra clave que permitirá que alguien sepa

si un(a) compañero(a) de trabajo está en peligro y necesita ayuda. Asegúrese de que sea una palabra que no haga parte del vocabulario normal de trabajo, sin que tampoco sea demasiado rebuscada para que pueda alertar al (a la) intruso(a).

Percátese de las personas que le(a) rodean

No siempre puede imaginarse lo que piensa un(a) cliente. Si observa cualquiera de los indicios siguientes, busque ayuda o procure alejarse de la persona desconocida:

- Si merodea afuera de su establecimiento
- Si está nervioso(a) o inquieto(a)
- Si no le(a) mira a los ojos
- Si comienza a hacer preguntas sobre las actividades y procedimientos de su trabajo
- Si la persona comienza a hacer amenazas o actúa con agresividad

Quiz

- No pierda el tiempo avisándole a nadie que va a trabajar hasta tarde; será una llamada desperdiciada.
 - Cierto
 - Falso
- Mencione dos lugares en su sitio de trabajo que sean relativamente seguros y que tengan teléfono o una buena señal para los celulares.

- Asegúrese de que las otras personas cierren la puerta con llave para que usted no esté en peligro.
 - Cierto
 - Falso
- Si piensa que alguien está en su lugar de trabajo que no debería estar allí, sálgase del cuarto sin hacer ruido y diríjase hacia un lugar seguro.
 - Cierto
 - Falso
- Nunca le informe a un(a) desconocido(a) que está solo (a).
 - Cierto
 - Falso
- Si alguien le encarga de hacer algo solo(a) que usted tenga la impresión que podría ser peligroso, simplemente hágalo y dígaselo a alguien al día siguiente.
 - Cierto
 - Falso
- Lea el horario de trabajo para saber a qué horas trabajan las otras personas.
 - Cierto
 - Falso
- Es demasiada responsabilidad para una sola persona encargarse de ser el principal contacto de emergencia, así que simplemente intercambie números de teléfono con un grupo de personas y pídale que le(a) llamen.
 - Cierto
 - Falso
- ¿Usted y sus compañeros de trabajo deberían crear una palabra clave para casos de emergencia?
 - Sí
 - No
- ¿Debería preocuparse si un(a) desconocido(a) comienza a hacerle preguntas acerca de los procedimientos y actividades de su trabajo?
 - Sí
 - No

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Answers



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WORKING LATE

- . Let someone know you are working late
- . Keep a phone near you
- . Park your car in a well-lit area
- . Make sure all doors and windows are locked
- . Check the storage rooms or bathrooms
- . Never let a stranger know you are alone
- . Don't hesitate to call the police or security if you think you are in a dangerous situation



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- . Avísele a alguien que va a trabajar hasta tarde
- . Mantenga un teléfono cerca de usted
- . Estacione su automóvil en una zona bien iluminada
- . Asegúrese de que todas las puertas y ventanas estén cerradas con llave
- . Inspeccione los depósitos o los baños
- . Nunca le informe a un(a) desconocido(a) que está solo(a)
- . No vacile en llamar a la policía o a seguridad si piensa que se encuentra en peligro



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MEETING TOPIC: *WORKING LATE*

DATE: _____

LOCATION/DEPARTMENT: _____

PRINT NAME

SIGN NAME

By signing this sheet you are acknowledging participation in this training.