



5 Minute Safety Meetings

Clients may view the entire Safety Meeting library on WindsorWEB.

Working Against Violence in the Workplace

- **RESPECT** the Company's security procedures and follow them at all times.
- **REPORT** any unauthorized strangers to the person in charge of building security.
- **MAKE SURE** visitors are met in the lobby/at the entrance and escorted.
- **DON'T** open strange or unexpected packages—send them to the person in charge of security.
- **RESPECT** any company “no-return” policy on former employees.
- **WHEN** working late, stay near a phone. Make sure others know you're there.
- **KEEP** the phone number handy for the person in charge of building security.
- **CLOSELY GUARD** all security information, access codes, etc.
- **ARRANGE** a danger signal or code phrase to alert co-workers to trouble.
- **DON'T** try to be a hero. Do only what you must to stay safe.