



Training Solutions, Delivered!

WORKPLACE SECURITY AWARENESS

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 1551
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

1551 WORKPLACE SECURITY AWARENESS FACT SHEET

LENGTH: 9 MINUTES

PROGRAM SYNOPSIS:

Once there was a time when we came to work with no question about our security, but times have changed. Now we aren't sure what dangers or threats we may encounter. The purpose of this video is to increase awareness of workplace security issues and help us to understand what we can do to remain secure on the job.

Topics include preventing unauthorized access to the facility, maintaining control of visitors, reporting suspicious activity, employee identification and access, handling potentially harmful mail and packages and responding to threats of violence.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the following:

- How being aware of our surroundings increases workplace security;
- How security is maintained through employee identification and access to the facility;
- How to handle potentially harmful mail and shipment threats.

PROGRAM OUTLINE:

INTRODUCTION

- We cannot live our lives in fear. Just as we don't quit our jobs to avoid workplace injuries, we cannot stop living our lives to avoid being victimized.
- As an employee of a company dedicated to workplace safety, you understand that the best way to avoid injury is to minimize hazards, avoid unsafe actions and maintain a high level of safety awareness.
- These same steps, which keep us injury-free while performing our jobs, are the very same steps needed to protect us from harm in all aspects of our lives.

WORKPLACE SECURITY

- Keeping unauthorized people or hazardous materials from gaining access to the facility is the main purpose of any security program. This usually begins with visitor control.
- When visitors are allowed at a facility, they will be required to sign in and list the employee they are visiting. The employee listed will be contacted and is required to greet the visitor in person and escort them into the facility, preventing access merely by knowing an employee's name.
- Once onsite, a visitor must abide by the specific rules determined by the company. At a minimum, a visitor will be required to wear a visitor's badge and be accompanied by an escort in most areas.
- One way employees can contribute to the security effort is staying alert for suspicious activity. When employees see an unfamiliar person with a visitor's badge, an unescorted visitor or anyone acting suspicious, they should call security immediately.
- Don't confront trespassers or other suspicious persons. Let trained security personnel handle the situation.
- While most of these types of situations consist of lost visitors or new employees, they all must be treated as a serious threat to security. It only takes one breach of security for a needless tragedy to occur.
- Maintaining tight control of visitors is important, but someone with intent to do harm is unlikely to sign in as a visitor. Gaining access through an employee entrance is far more likely.

EMPLOYEE IDENTIFICATION AND ACCESS

- Companies issue employee ID cards to positively identify employees. Checking employee ID's before workers are allowed into the facility is one way to control access.
- Many companies issue magnetic employee ID cards, which can be programmed to allow employees access to the facility while preventing access by unauthorized persons.

- These systems are here for a reason and should not be defeated. Never open a locked door to allow unauthorized personnel to enter.
- Also, never prop open security doors. Leaving doors open allows unrestricted access to the workplace.
- Keep a close watch on outside contractors. They are often guilty of propping open secure doors or leaving areas unlocked when finished with their work.
- When passing through a locked security door, follow the “one person per access” rule. This means not allowing others to pass through a door you have accessed with your key or magnetic card. Even if it’s a co-worker you have known for years, make him use his own key or scan his own card.
- Should you lose your employee ID or a magnetic access card, report it right away. Programmed access cards can be deactivated to prevent unauthorized entry and security can be placed on alert to look for someone using a stolen employee ID.

THREATS OF VIOLENCE & OTHER WORKPLACE SECURITY ISSUES

- When people wish to enter a facility to do harm, they express their intent to do harm in the form of threats. If you have any knowledge of threats of violence, report them right away so the company can take the appropriate action.
- Just like our company safety program, our security program is also a team effort. Employees are a valuable part of the security team and are often the first to know about any security shortcomings.
- Employees should report any security problems they become aware of right away so they may be corrected.

MAIL & SHIPMENT THREATS

- Not only must we secure our facility from unauthorized personnel, but also from harmful materials received by mail or shipment. Both bombs and biological agents have been successfully sent through the mail to achieve deadly results.
- Employees who handle large volumes of mail and packages will receive specific instructions and training to protect themselves from harmful materials.
- While there is no reason to suspect our company to be a target of such an attack, all employees should be aware of what to look for and how to respond to such an event.
- One biological agent that has been used successfully to cause harm through the mail is anthrax. Anthrax is a bacterium that occurs naturally in the wild and normally affects animals.
- Anthrax infection occurs when tiny spores of the material are absorbed through cuts in the skin, inhaled into the lungs or ingested. When large numbers of anthrax spores are placed in mail or packages, it has the appearance of a white powder.
- Other harmful materials may come in the form of a liquid.
- If packages are discovered that contain powdery substances, are soiled or stained with liquid or give off unusual odors, the situation should be treated as an emergency.
- Do not shake or attempt to empty the contents of the package and do not carry it around to show others. Instead, gently place the envelope down on the closest stable surface.
- Do not sniff, touch, taste or smell the material. Notify others in the immediate area and leave the room, closing doors behind you to isolate the area.
- If possible, turn off the ventilation system that may spread material to other parts of the building.
- Wash hands thoroughly with soap and water, which will clean your hands and prevent spreading the material to your face, eyes and mouth. Make sure everyone who has handled or been near the package also washes his or her hands.
- If this type of material is discovered at work, notify your supervisor immediately. Should this occur at home, call 911 or local law enforcement.
- If you receive a package that you suspect may be a bomb, leave it alone and evacuate the area immediately. Activate the company’s emergency plan for an emergency evacuation. Local authorities should be contacted to remove the package.

WORKPLACE SECURITY AWARENESS

ANSWERS TO THE REVIEW QUIZ

1. c

2. b

3. a

4. b

5. b

6. c

WORKPLACE SECURITY AWARENESS
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. What is the main purpose of the company's workplace security program?
 - a. To prevent fires or other emergencies from causing damage to company property
 - b. To keep employees safe from bloodborne pathogens and other workplace hazards
 - c. To keep unauthorized people or hazardous materials from gaining access to the facility

2. If you see trespassers or other suspicious people in your workplace, you should ask why they are on the premises and report their answer to security personnel.
 - a. True
 - b. False

3. Even if you have known a co-worker for years, you should have him or her use his own key or ID card when accessing a locked security door.
 - a. True
 - b. False

4. What should you do if you hear a co-worker threaten to enter the facility and cause harm?
 - a. Wait until the co-worker takes further action and then report it to your supervisor
 - b. Report the threat to the proper authority right away
 - c. Confront the co-worker and warn him of the consequences of his actions

5. Only those employees who handle large volumes of mail and packages need to be aware of what to look for and how to respond to a suspicious package.
 - a. True
 - b. False

6. Which of the following is ***not*** a safe work procedure for handling a package that possibly contains anthrax?
 - a. Don't shake the contents
 - b. Don't sniff, touch, or taste the contents
 - c. Carry the package to your supervisor immediately
 - d. Turn off the ventilation system