



## **INNOVATIONS MANUFACTURING MONTHLY SAFETY TOOLBOX TALK**

### **Workplace Security, Suspicious Activity, and Personal Safety**

Safety Objective: To provide employees with guidance on responding safely to suspicious activity, vandalism, trespassing, theft, and other security concerns while maintaining personal safety at all times.

#### **Why We Are Discussing This Topic**

Recently, we have experienced vandalism, unauthorized individuals loitering near company property, and theft of vehicle license plates from our parking lot. These incidents remind us that workplace security requires awareness from every employee. To improve security and provide peace of mind, Innovations Manufacturing has installed additional security cameras around the facility.

#### **Recent Security Improvements**

- Additional cameras have been installed around the facility.
- Security footage can assist law enforcement investigations.
- Cameras help deter criminal activity.
- Employees should still remain alert and report concerns immediately.

#### **If You Observe Suspicious Activity**

Examples include loitering, trespassing, vandalism, individuals looking into vehicles, unauthorized persons behind buildings, or suspicious vehicles.

##### **What To Do:**

- Stay calm and maintain a safe distance.
- Notify your supervisor immediately.
- Observe and remember details.
- Call 911 if a crime is occurring or someone is in immediate danger.

##### **What Not To Do:**

- Do not confront individuals.
- Do not attempt to physically remove anyone.
- Do not chase suspects.
- Do not put yourself in danger to protect property.

### **If Someone Approaches the Building**

Only engage if you feel safe. Direct visitors to the appropriate entrance and notify management if someone appears suspicious, refuses to leave, or attempts to enter unauthorized areas.

### **Homeless Individuals Near the Property**

Treat all individuals respectfully. Avoid confrontation and notify management of concerns. Management or law enforcement will address the situation when necessary.

### **If You Become a Victim of Theft or Vandalism**

1. Notify your supervisor immediately.
2. Contact law enforcement.
3. Take photographs if safe.
4. Provide details so available camera footage can be reviewed.

### **Parking Lot Safety**

- Lock your vehicle.
- Remove valuables from plain sight.
- Stay aware of your surroundings.
- Report suspicious activity.
- Walk with others when possible during low-light hours.

### **Emergency vs. Non-Emergency Reporting**

CALL 911 FOR:

- Crimes in progress
- Threats to employee safety
- Medical emergencies
- Fires

CALL DENVER POLICE NON-EMERGENCY: (720) 913-2000

- Suspicious activity without an immediate threat
- Trespassing concerns
- Vandalism discovered after the fact
- Theft discovered after the fact

### **Discussion Questions**

1. What types of suspicious activity should be reported?
2. Why should employees avoid confronting suspicious individuals?
3. When should 911 be called instead of the non-emergency line?
4. What information should be gathered when reporting suspicious activity?

### **Key Takeaways**

- Personal safety always comes first.
- Observe and report; do not intervene.
- Use 911 for emergencies and crimes in progress.
- Use the non-emergency line for concerns that are not immediate threats.
- Report all incidents to management promptly.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_