



## **Workplace Violence Best Practice: Arriving at and Leaving the Workplace**

Any person walking at night is potential prey for an assault. It is important to choose a safe path to and from home. Try to stay away from alleyways and isolated or poorly lit places. By all means, avoid shortcuts through unfamiliar areas.

If you are walking to your car, walk purposefully and look confident. Look inside your car before entering it to ensure it is empty. Have your keys in hand and ready to unlock the door without delay. Lock your car door as soon as you are inside. Use the “buddy” system when leaving the workplace, or at least have someone watch you until you arrive at your car.

If you feel that your personal safety is threatened do not wait for a potentially dangerous situation to occur. Follow your instincts – if you feel you are in danger, whether you are driving or on foot, it’s time to react. Do anything you can to draw attention. Keep a whistle on your key chain and blow it repeatedly if you feel threatened. Just honking your car’s horn is one of the loudest and fastest ways to scare someone off or let others know you need help. Your car’s hazard lights or emergency flashers are a universal signal that you need help. The switch to activate them is usually on the steering column or dashboard of your car. Take the time to know where the switch is located and how to use it.

If you are responsible for closing/opening the store, it is important to make yourself aware of your surroundings. As an extra precaution, the manager on duty will stay with employees if rides are late and the building is closed.

Before exiting the store at the end of the day, always have a partner leaving with you. Be aware of conditions outside of store, i.e. unfamiliar vehicles, and/or people hanging around outside of the door. If you are uncomfortable leaving with conditions around the outside of the store, wait a few minutes until you feel conditions are safe for you to exit. If you perceive the outside conditions continue to be unsafe, alert a manager or if necessary the police prior to exiting the building during closing procedures. For store opening when entering the store, the same precautions should be taken.