



## **SAFETY BRIEF: PERSONAL SAFETY AT JOB SITES**

Most of the time, these safety briefs are associated with an OSHA regulations or a technical guidance on a construction or general industry specific safety topic. Not this time. This safety brief addresses your personal safety in regards to potential threats or actions from individuals intending to commit a crime and/or do harm. Thankfully, these instances are very rare, but still can happen so we need to always be on the alert. The following information is provided in this regard.

Our field staff are sent all over the Chicago and suburban area on a daily basis and many times during a night shift in areas that we are unfamiliar. This means you need to pay extra attention to your surroundings, where you chose parking, manage your equipment, and how you communicate with your project manager. Consider the following:

- Reduce or eliminate opportunities that may make you a target.
- Prepare your schedule daily with safety in mind.
- When driving to a jobsite in traffic, always leave enough space between your car and the one in front of you. This will allow you to pass easily, if necessary. Keep your car well maintained and the gas tank at least half full to avoid getting stranded.
- Park your car in well-lit areas and within client parking designated areas or adjacent to client vehicles (i.e.: ComEd).
- Increase awareness in all places you visit. Take a good look around before you exit your vehicle.
- Don't leave your computer or other equipment readily visible in your car
- Trust your instincts regardless of feeling embarrassed. If you notice someone or a group in an area of your jobsite that don't belong or appear that they may cause trouble, retreat to a safe location and contact your project manager, on-site client contact or call 911 if appropriate.
- Carry purses, portfolios or briefcases in a manner that will allow you to let go. Straps placed across your shoulder, around your neck or wrapped around your waist have caused injuries during a 'bag snatch and run'.
- If someone attempts to snatch your bag or equipment, let go of it, especially if there is a weapon involved. Do not pursue the attacker! Get to safety and call 911 and your project manager.
- If there is poor lighting or other potential safety issue at the job site you are working, speak up immediately to get the situation resolved.
- If you are verbally or otherwise threatened at a job site, immediately contact your project manager so that appropriate actions can be taken.

In summary, do your part in keeping yourself safe at your jobsites and self-awareness is a significant key in not becoming the victim.

There is no associated quiz for this general guidance information. Please just sign and acknowledge your review.

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Employee Signature

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Supervisor Signature

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Date