

Safe Work Procedures For Preventing Workplace Violence When Traveling To & From Work



OHS laws require employers to implement programs to prevent workplace violence and harassment. Written safe work procedures are an essential element of such prevention programs. Here's a template Safe Work Procedure to help workers minimize the risk of being attacked or assaulted while traveling to and from the workplace each day.

Safe Work Procedures for Preventing Workplace Violence When Traveling to & from Work

Follow these procedures and guidelines to minimize the risk of being subjected to violence while traveling to and from work:

Before Leaving for Work

- Visualize where you'll park when you arrive.
- Make sure you have enough gas to get to and from work.
- Make sure you have everything you need for work on the front seat beside you if you're travelling alone.
- Form a backup plan in case your arrival at work doesn't go as planned.

After Arriving in the Parking Lot

- Park in well-lit areas.
- Avoid alleys, wooded areas, and tunnels.
- Use caution in underground lots – stay in open, lit areas near exits.
- As you enter the parking lot, keep the vehicle locked and the windows rolled up.
- As you enter the designated parking area and before you leave your vehicle, scan the area for suspicious persons.
- Have a backup plan ready.
- Prepare yourself to get out of the vehicle with everything you need before unlocking the door.
- Make sure you have the key to the building, a whistle or other personal alarm, and personal belongings.
- Avoid having to reach back into the vehicle for items after your exit.
- Ensure the vehicle is locked and the windows are up while it's unattended.

After Parking Your Vehicle

- Proceed directly and quickly to your work area, building or office.
- Walk with your head erect, look alert, and scan your route.
- If possible, use the main entrance and avoid rear or secluded entrances.

When Returning to Your Vehicle

- Ensure you have everything you need before leaving the work area, including keys to lock doors, the key to open your vehicle, and a whistle or other personal alarm.
- If possible, use the main entrance and avoid rear or secluded exits.

- Scan the area for suspicious or menacing individuals.
- Have a backup plan if there's danger.
- Proceed directly and quickly to your vehicle.
- Walk with your head erect, look alert, and scan your route.
- If possible, avoid walking to your vehicle alone. Go with other workers, security guards, or another escort. Provide the escort with a ride back to the main entrance.
- If you must walk to your vehicle alone, have a coworker watch you from a window, if possible, and wave to them on the way to your vehicle.
- If nobody is available, pretend you're being watched and wave to an imaginary coworker on the way to your vehicle.
- Once you're in your vehicle, ensure all doors are locked and windows are up.

When Travelling to Work via Public Transit

- Avoid isolated and poorly lit bus stops and train stations.
- Plan your arrival time at the bus stop or train station so that you get there as soon as possible before your bus or train arrives.
- If you're alone or it's late at night, sit near the driver or conductor.
- Tell the driver or conductor immediately if somebody threatens or bothers you.
- Try to sit where you can see your upcoming bus stop as you arrive.
- If you see suspicious or menacing individuals at your stop or station, get off at the next stop or station.
- Check to see if you're being followed when leaving the bus or train.
- If you are being followed, walk directly and quickly –

without running or looking back – to a service station or store and call 911.

- If possible, plan to have someone meet you at your home bus stop or train station.

If You're Attacked

- Scream as loud and long as possible and run to the nearest well-lit area.
- If somebody grabs your purse, deposit bag, or other personal property, don't resist and don't chase the robber.
- Call the police immediately after any incident and describe the appearance and mannerisms of the attacker.