# 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.