

WORKPLACE SECURITY

Visitor Security

Visitors to your workplace should be required to register at an entrance location before they move about your facility. The employee they have come to visit should meet them at this secure location.

After security personnel have verified that the visitors are to be allowed into your workplace, they should be required to wear some form of identification. These visitors should be restricted to traveling with the employee they have come to see and should not be allowed to wander off alone.



Outside maintenance or construction personnel working at your facility should also be screened, registered, and required to wear an identification badge.

After the meeting has taken place or the work has been completed, make sure visitors and contractors return the ID badges, and indicate on the record that they have left the building.

If the public has access to your workplace, limit the areas they can enter. Provide employees with ID cards or keys that will allow them to enter secured areas that are locked to the public.

Mail Room Security

Employees in the mail room are at risk of being directly exposed to threats from outside of your organization. Mail room employees need to know how to recognize potential threats and take extra precautions.

The Federal Bureau of Investigation (FBI) has issued an advisory detailing what you should do if you receive a suspicious letter or package:

1. Handle with care. Do not shake or bump the item.