



PERSONAL SAFETY AND SECURITY

What is Personal Safety and Security?

Personal safety and security is about taking steps to deter, delay and manage potential threats of harm and, if such threats exist, to proactively control the situation to avoid actual harm.

When working alone:

Working alone includes working in remote areas or in situations where you are without the assistance of other persons because of location, time or the nature of the work. All workers must have access to assistance in the event they are harmed while at work; this may include access to rescue, medical assistance, and emergency service workers or to someone who can raise the alarm for assistance if you're unable due to injury.

- ✓ **Speak with your manager** - ensure you have access to a first aid kit and effective means of communication to access assistance or emergency services if required; also to ensure measures are in place to raise the alarm if you haven't arrived at, or returned from, your shift safely.
- ✓ **Take all reasonable measures to** – ensure your personal security measures e.g. lock doors, walk in well-lit areas; and all personal safety measures e.g. keep workspace free from clutter, trip hazards, utilizing designated workspace/desk/chair etc.

A worker may be isolated even if other people are close by. E.g. a youth worker in a city performing their duties could be considered an isolated worker. I.e. the worker may require some form of duress alarm to enable access to assistance in the case of an emergency.

In contrast, 10 workers at a rural youth camp could be considered to be remote and isolated workers as they do not have immediate access to medical or emergency services.

When working late

- ✓ Tell a family member / work colleague where you are and your intended departure / arrival time so they can raise the alarm should you not be where you are expected to be.
- ✓ Before entering or leaving a premises, or your vehicle, scan for anything unusual. E.g. strangers loitering or damaged property.
- ✓ Stay alert to your surroundings at all times, be mindful of using electronic devices that will distract you.
- ✓ Plan your walking route and only deviate if necessary. Walk confidently and at a steady pace.
- ✓ Park/walk in well-lit areas, away from isolated lanes and bushes
- ✓ Obey street lights and signs and make eye contact with drivers before crossing roads.
- ✓ Keep close control over your bag and other belongings.
- ✓ If approached by strangers, where possible, keep an arm length distance.
- ✓ Have your keys ready, prior to leaving the premise, so you can access your vehicle quickly and without distraction.

Keeping personal information Secure:

- ✓ Know who you share information with
- ✓ Don't overshare on social networking
- ✓ Store and dispose of your personal information securely
- ✓ Ask questions before deciding to share your personal information
- ✓ Maintain appropriate security on your computers and other electronic devices
- ✓ Leave nothing visible in your car including electronics, bags, clothing etc.

Your safety is your number 1 priority

If someone demands your belongings, surrender them, property can be replaced! Make note of the suspect's description and the direction they flee and call '000';