

Employee and Visitor Identification

One security area that is often overlooked is proper identification of employees. Some companies require employees to wear identification badges or carry identification cards. The most effective IDs have the employee's picture, along with their name and department, on the badge. This is the most effective way to determine if the person belongs in the building. It also is good deterrent to the theft of the ID.

Never allow just anyone into the workplace. It is good company policy to require each employee to use their own ID to enter the building. If an employee is passing their ID card through a scanning device to open the entrance door and there is another person waiting to enter, the employee should insist that they use their own employee ID to scan and enter the building. This ensures better security.

Visitor identification

Visitors to your company should be required to register at an entrance location before they move about your company. They should be met at this secure location by the employee they have come to visit.

After verification that they are to be allowed into your workplace, require that they 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 company should also be screened, registered, and required to wear an identification badge.

After the meeting has taken place or the work completed, make sure these visitors 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.

Keep alert for suspicious activities

Have trainees watch for people or other employees:

- Attempting to access something that is normally denied them, such as: classified materials, chemicals, hazardous materials, or admission to prohibited or secure areas.
- Carrying a weapon (unless they are authorized to do so).
- Making unusual requests or demands.

Tell them to report suspicious activities to the company's security office.

Employee training

There are no specific OSHA employee training requirements for site security.

Training tips

Cover your company policies for:

- Use of employee ID cards.
- Requirements for visitors.
- Reporting suspicious activities

Where to go for more information

29 CFR 1910.38—Employee emergency plans and fire prevention plans.