Site Security – Entering the building

In the past, company security personnel were concerned with things like the theft of company equipment or computer hackers breaking through the company's firewall and planting computer viruses. While these types of crimes are still a concern, employers have new safety risks to deal with: assault and kidnapping, chemical and biological terrorism, theft of hazardous materials, penetration of secure areas, and misuse of classified materials. Providing a secure workplace can reduce these types of risks.

Many workplaces now operate controlled access entrances. These are usually security checkpoints that are manned or unmanned. That means that there may be a:

- Security person or receptionist at the door or gate, screening the people entering the building or parking lot.
- Device that automatically scans employee identification (ID) cards or badges. Without a valid ID, the door will not open.

An ID badge allows the user to enter the building. The scanning device cannot tell if the person with the badge is the actual person the badge was issued to. In other words, a stolen employee security card will allow anyone to enter the building. Make sure that you know where your security card is at all times. If your card is stolen or lost, immediately report this to your company's security office.

Security cameras are often used to provide surveillance around building entrances. Often the mere sight of a security camera will deter criminals. Of course, these cameras have to be monitored by a receptionist or security person.

Security inside the building

Just because you made it safely inside your workplace, you shouldn't let your guard down. If your company has relatively few employees, you may know everyone that works there. But, your workplace may be just too large and spread out for you to know everyone who is authorized to be inside. And, your workplace may be open to the public or other clients who come and go throughout the day.

Keep alert for suspicious activities

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).
- Behaving in a strange manner.
- Making unusual requests or demands.

Report suspicious activities to the company's security office.