



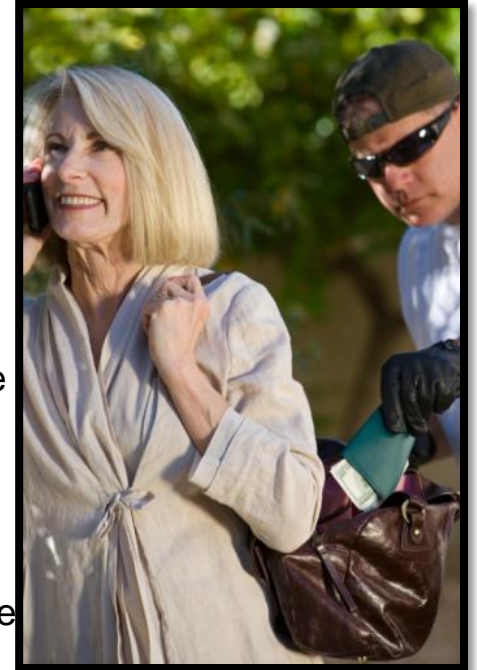
个人安全

life  beats

What is Personal Security?

什么是个人安全？

- Generally speaking, personal security is:
 - 一般而言个人安全就是：
 - Assessing and understanding your **risks**
 - 评估和了解你的风险
 - Taking a **proactive** approach when preparing for the possibility of those risks becoming a reality
 - 以积极的态度准备预防可能的风险变为现实。
 - To be successful with your personal security preparedness, you must be aware of what is going on around you. This is referred to as situational awareness.
 - 为了做好个人安全的准备，你必须知道周围正在发生什么，这就是情景意识
- Effective personal security requires focus and vigilance because risks have the potential to impact us at any time each and every day.
- 有效地个人安全需求需要被重点关注和警惕，因为危险在任何时间都有可能影响到你



Assess and understand your “Risks”

- A risk assessment evaluates potential exposure to harm or anything that may have a negative impact on you.
 - 风险评估评估潜在风险, 危害或任何可能会对你产生负面影响的因素。
 - **At Work工作时**
 - Speak with your site security or HSE representative about security risks at your location. Sites undergo regular security assessments to review potential risks.
 - 与您的安全协调员或HSE代表谈谈有关您所在地区的安全风险。安全协调员或HSE代表定期进行安全评估, 审查潜在的风险。
 - **At Home在家中**
 - Review crime statistics. Most law enforcement and government agencies have publicly available crime statistics. Neighbors are also a great source of information.
 - Ask yourself: What could go wrong? Understand how identified risks might affect you or others.
 - 回顾犯罪统计。大多数执法机关和政府部门有公开的犯罪统计。邻居也是一个好的信息来源。
- 问问自己: 有什么可能出错? 了解如何识别可能会影响您或他人的风险,

Personal Security Risks 个人安全风险

Personal Assessment Worksheet个人安全风险评估表

Take a moment to identify your personal risks. If you need help getting started, seek assistance from your local HSE/Security coordinator or local law enforcement agency.

花点时间来识别您的个人风险。如果您需要帮助，请向当地的HSE/安全协调员或当地执法机构的协助。

What Could go Wrong?



The “Proactive” Approach用“主动”的方式

- *At Work – What precautions should I take?工作中需要采取什么样的预防措施*
 - *Avoid routine. Vary departure/arrival times, choose a different parking place a couple of times a week. Be unpredictable!*避免程序化。有所不同出发/到达时间, 选择不同的停车的地方, 一个星期两三次。你的活动是不可预知的!
 - *Understand and follow site security and emergency response procedures, access control and visitor check-in protocol. Encourage coworkers to do the same!*
 - 理解并遵守现场安全和应急响应程序, 访客控制和入住登记。鼓励同事做同样的事情!
 - *Keep valuables secured and away from public view (i.e. purses, wallets, jewelry etc.)*
 - 不要当众暴露你的财富(皮包, 钱包和首饰)。
 - *Have a back-up plan should a security event impact your site and disrupt normal security/emergency response procedures. Be prepared to use it!*
 - 做一个后备计划, 应一旦安全事件影响您, 扰乱了正常的安全/应急响应程序。就使用它!
 - *Always report suspicious activity or unsafe behavior immediately!*
 - 总是立即报告可疑活动或不安全行为!

The “Proactive” Approach 用“主动”的方式

- At Home – What precautions should I take?
- 在家里 - 我应该采取什么预防措施？
 - Establish family living patterns and habits that promote security. If all family members understand the importance of security, the entire household will be safer. Get to know your neighbors. They can be a great source of information.
 - 建立好的家庭生活模式和习惯，促进安全。如果所有的家庭成员了解安全的重要性，整个家庭会更安全。结识你的邻居。他们可以是一个非常好的信息来源。
 - Vary daily routines; avoid predictable patterns.
 - 有所不同的日常活动，避免可预见的模式。
 - Keep doors locked even when you or family members are at home.
 - 保持大门紧锁，即使你或家人在家里
 - Consider having a professional home security assessment done. 考虑完成一个专业的家居安全评估。



The “Proactive” Approach 用“主动”的方式

- At Home – *What precautions should I take?*

- 在家里 - 我应该采取什么预防措施？

Report suspicious activity or behavior immediately to local law enforcement.

- 发现可疑的活动或行为，立即向当地执法部门报告。
 - While at home, you and your family should rehearse safety drills and know how to escape danger and get help.
 - 在家里，你和你的家人应该进行安全演练，并知道如何逃出险境并获得帮助。
 - Do not leave keys "hidden" outside the home. Leave keys with a trusted neighbor or colleague.
 - 不要将钥匙藏在户外。应该留一把钥匙在值得信赖的邻居或同事家中。
 - Do not advertise vacations or family activities on social media.
 - 关于家庭度假或家庭活动不要公告给外人。



Personal Security Precautions用“主动”的方式

Personal Assessment Worksheet个人安全评估表

Now, write down a few precautions you can take to lessen your exposure to the risks you identified. If you need help getting started, seek assistance from your local HSE/Security coordinator or local law enforcement agency.

现在，写下一些可以采取的预防措施，以减少自己暴露在你确定的风险中。如果您需要帮助，请向当地的HSE/安全协调员或当地执法机构的协助。

What Precautions Should I Take?



Personal Security Basics 个人安全基础



Situational Awareness 情景感知

- Now that you have identified a few risks and precautions, it is time add in a very important and key element to your plan.
- 现在, 您已经确定了一些风险和防范措施, 是时候将一些重要和关键的因素添加到你的计划中了。
- In order to be successful, you must be continuously aware of what is going on around you. This is referred to as situational awareness.
- 为了成功, 你必须不断地了解你身边正在发生的事情。这被称为情景感知。
- What does situational awareness do for you? 情景感知能为你带来什么?
 - It may provide you with valuable time to react to crime or other related problems or situations.
 - 它可以为你提供宝贵的时间来应对犯罪或其他相关的问题或情况。
 - It may help you to avoid crime, problems or situations altogether.
 - 它可以帮助您避免犯罪, 或其他相关的问题或情况。
 - Remember to “Focus – Start to Finish!”
 - 请记住, “关注 - 从开始到结束!”

Personal Security Basics基本的个人安全

- **Let's put it all together**

- **Step 1:** Identify the risks and record them.
- **Step 2:** Decide who might be harmed and how.
- **Step 3:** Evaluate the risks and decide on precautions.
- **Step 4:** Record your findings and develop a plan.
- **Step 5:** Implement your plan and maintain your situational awareness – Focus!
- **Step 6:** Review your risk assessment regularly and update if necessary.

- 让我们把它们放在一起

第1步:确定风险并记录它们。

步骤2:决定谁可能受到伤害以及如何受到伤害。

第3步:评估风险, 并决定预防措施。

第4步:记录你的发现和改善计划。

第5步:实施你的计划和维护您的情景感知 - 专注!

第6步:定期检查你的风险评估, 并在必要时更新。

Practical Application 实际应用

- Identity Theft

- 身份信息被盗窃

More people are affected by identity theft annually than any other crime.

- 每年身份信息盗窃比任何其他罪行让越来越多的人受到影响。
- The best protection is a **proactive** approach. Here are few tips to help safeguard your personal information:
- 最好的保护是一个积极的态度。这里有一些提示, 以帮助保护您的个人信息
- Be watchful of shoulder-surfers. At ATMs and phone booths, thieves will stand close enough to see personal identification numbers (PIN) numbers. 警惕的摩肩接踵。在自动取款机和电话亭, 盗贼会站的很近, 看个人的身份信息或密码。
- Mind those credit card receipts, especially since only a few credit card receipts have stopped listing full account numbers and expiration dates. Put the charge slip copies in a safe spot until your credit card bills arrive.
- 注意信用卡收据, 特别是因为(只有少数信用卡收据已经停止列全账号和到期日期)。把充费副本放在一个安全的地方, 直到你的信用卡账单到达。



Practical Application 实际应用

- Identity Theft 身份信息被盗窃
 - Buy a shredder and use it. Shred everything, including credit card receipts (after you've reconciled your bill), old bank statements, medical statements, everyday bills, and pre-approved credit card offers. Any document that has personal financial information on it can give an identity thief a foothold into your life.
 - 购买碎纸机，并使用它。摧毁一切，包括信用卡收据（在你确认过您的账单后），旧的银行对账单，医疗报告，日常账单，预先核准的信用卡优惠。那上面有个人金融信息的任何文件可以给一个身份信息的窃贼得到信息而影响到你的生活。
 - Monitor your credit accounts carefully, so you'll know if a bill is missing, or unauthorized purchases have been made.
 - 小心监控你的信用帐户，所以一旦汇票遗失或有未经授权的购买行为发生。你就会立即知道。
 - Limit the number of credit cards you carry. The fewer cards you have, the easier it is to track them.
 - 尽量随身携带 少一点信用卡。卡越少，你有就越容易注意他们
 - Make sure any online credit card charges are handled through a secure site or in an encrypted mode.
 - 确保任何在线信用卡支付是通过安全的网站或在加密模式处理的。

Rise to the Challenge

Now that you have basic information about personal security, get started with your plan and always remember to Check Signals!

Check Signals

pre-task analysis



WHAT COULD GO WRONG?

WHAT PRECAUTIONS SHOULD I TAKE?

CAN I DO THE JOB SAFELY?

Focus - Start to Finish

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