

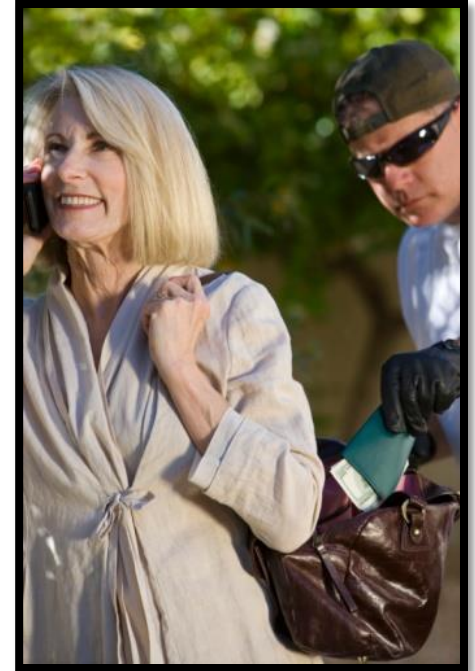


Personal Security

life  beats

What is Personal Security?

- Generally speaking, personal security is:
 - Assessing and understanding your **risks**
 - Taking a **proactive** approach when preparing for the possibility of those risks becoming a reality
- 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.
- Effective personal security requires **focus** and vigilance because risks have the potential to impact us at any time each and every day.



Assess and understand your “Risks”

- A **risk** assessment evaluates potential exposure to harm or anything that may have a negative impact on you.
 - **At Work**
 - Speak with your site security or HSE representative about security risks at your location. Sites undergo regular security assessments to review potential risks.
 - **At Home**
 - 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.

Personal Security Risks

Personal Assessment Worksheet

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.

What Could go Wrong?



The “Proactive” Approach

- At Work – *What precautions should I take?*
 - Avoid routine. Vary departure/arrival times, choose a different parking place a couple of times a week. *Be unpredictable!*
 - Understand and follow site security and emergency response procedures, access control and visitor check-in protocol. *Encourage coworkers to do the same!*
 - Keep valuables secured and away from public view (i.e. purses, wallets, jewelry etc.).
 - Have a back-up plan should a security event impact your site and disrupt normal security/emergency response procedures. *Be prepared to use it!*
 - Always report suspicious activity or unsafe behavior immediately!

The “Proactive” Approach

- At Home – *What precautions should I take?*
 - 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.
 - Vary daily routines; avoid predictable patterns.
 - Keep doors locked even when you or family members are at home.
 - Consider having a professional home security assessment done.



The “Proactive” Approach

- At Home – *What precautions should I take?*
 - Report suspicious activity or behavior immediately to local law enforcement.
 - While at home, you and your family should rehearse safety drills and know how to escape danger and get help.
 - Do not leave keys "hidden" outside the home. Leave keys with a trusted neighbor or colleague.
 - Do not advertise vacations or family activities on social media.



Personal Security Precautions

Personal Assessment Worksheet

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.

What Precautions Should I Take?





Situational Awareness

- Now that you have identified a few risks and precautions, it is time add in a very important and key element to your plan.
- In order to be successful, you must be continuously aware of what is going on around you. This is referred to as situational awareness.
- What does situational awareness do for you?
 - It may provide you with valuable time to react to crime or other related problems or situations.
 - It may help you to avoid crime, problems or situations altogether.
- Remember to ***“Focus – Start to Finish!”***

Personal Security Basics

- **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.

Practical Application

- **Identity Theft**

- More people are affected by identity theft annually than any other crime.
- The best protection is a **proactive** approach. Here are few tips to help safeguard your personal information:

- Be watchful of shoulder-surfers. At ATMs and phone booths, thieves will stand close enough to see personal identification numbers (PIN) numbers.
- 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.



Practical Application



- **Identity Theft**

- 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.
- Monitor your credit accounts carefully, so you'll know if a bill is missing, or unauthorized purchases have been made.
- Limit the number of credit cards you carry. The fewer cards you have, the easier it is to track them.
- Make sure any online credit card charges are handled through a secure site or in an encrypted mode.

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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