

# WORKSAFE

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## ► Violence in the Workplace (Working Late)

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**Working late or outside of regular business hours can mean you are working alone or that you are traveling to or from work after dark. Areas that are bustling with activity and safe during daylight hours can take on an entirely different feel after dark.**

The following are some procedures to follow when you are working late:

- Let a friend, family member or security guard know you are working late and when you expect to leave.
- Have a check-in procedure in place.
- Use the "buddy system". Arrange to work late on the same night as a friend or colleague.
- Plan ahead and think about safe areas to retreat to and/or call for help.
- Before dark, move your car to a well-lit area that is close to your building or a parking lot attendant.
- Before your co-workers leave, check that doors and windows are locked and make sure nobody is in the washrooms and storage rooms.
- If you enter a room and suspect that someone might be inside, do not call out. Back out quietly and go to a safe area with a lockable door. Call for help.
- If you encounter someone you don't know, indicate that you are not alone. Say, "my supervisor will be right here and will be able to help you".
- If you suspect someone is lurking outside, call the police or security officers.
- Ask your employer to consider providing safe transportation home or to parking areas after hours. Consider designating parking spots that are close to the building and well lit for those who work after hours.
- Be aware of the services offered by your local transit company for after-hours commuters (e.g., they may have a "request stop" service that allows commuters to get off anywhere along the route after dark, rather than at a designated stop).
- Where possible, call a friend/family and stay on the phone until you get you to your car.
- Know details regarding your location in case you need to call for help.

**WORK  
SAFE.  
LIVE  
SAFE.  
BE  
SAFE.**

Adapted from: [www.ccohs.ca/oshanswers/psychosocial/violence\\_working\\_late.html](http://www.ccohs.ca/oshanswers/psychosocial/violence_working_late.html)