

# Security Spotlight

*An informational Guide for Securitas Canada Clients and Employees*



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## Time for a Safety & Security Check



**How many of us have had the experience of lying in bed, dozing off, and then awoken by a small, but constant chirping sound from the smoke detector? At that moment it dawns upon you that you have not checked the batteries in such items as household alarms. Now imagine if an actual fire broke out and because of a drained battery the detector did not work. The consequences could be devastating, all because of an inexpensive and quickly replaced item, such as a battery.**

As the seasonal changes are fast approaching everyone should take a step back and conduct a brief, yet valuable, safety and security check of our homes, cars, and office workspaces. In this, one can ensure that seemingly small items are inspected and verified for both peace of mind and our safety. By doing this you are

also protecting the warranty stipulations as established by the products manufacturers. Though there are many items that can be briefly inspected and addressed here are a few important ones to check. Note, this is by no means a total or complete list.

### Checking the Home

It is recommended to begin in the home when conducting a safety and security check since this is where most of us spend a majority of our time. Start off by checking the batteries in the smoke and carbon dioxide detectors. This can be easily done by pressing the test button on the units. Replace the batteries if it has been more than one year.

Inspect and clean, if necessary, the peephole glass on your front doors. Check all key locks and deadbolts to ensure that they are in proper working order and oil if necessary. Visually inspect each window in the house and make sure that the lock is in functioning ord-

*Integrity Vigilance Helpfulness*

er and that it secures tightly.

Inspect all dryers and dryer vents and vacuum out any lint that may have been trapped in the exhaust tube. This will ensure that it cannot catch fire when you are using the machine. Inspect and check all surge protectors for proper working order, several manufacturers recommend to replace them if there have been any lightning strikes on the home's electrical system.

Take a walk around the perimeter of the home and cut down any bushes or trees that block windows or are tall enough to allow an individual to hide behind. Make sure that all outside light bulbs are in working order and check any motion sensor lights and clean the sensor of any bugs or debris. This will guarantee that they work when a person walks by them. If you have a pool, inspect the fences or safety gates around them to confirm that there are no breaks in the barrier. Also, check the gate door latches to certify that they are in working order and secured tightly.

## **Inspecting the Car**

Like in the home, many people do not inspect their cars unless a problem is discovered. Before the summer season begins check some important items on your car to ensure all major safety features are working.

First, check the tire pressure and certify that they are properly inflated. This can improve the gas mileage of the vehicle. Next, inspect the tires for wear and replace them if they are balding or damaged in a way that lessens their integrity. Examine the windshield wipers and replace them if they are no longer clearing the glass in a full wiping cycle and remember to top off the fluid reservoir. Also, check the windshield and replace if there are any cracks or chips that block or hinder the driver's line of sight

when operating the vehicle.

Inspect all of the lights on the car to guarantee that they are in proper working order. Remember not to forget the reverse and brake lights. It is recommended that you get someone to assist you when doing this particular inspection.

Test the car's horn to ensure that it is properly functioning. Inspect the car's brake system and replace the pads and rotors if the maximum mileage has been reached on either. Verify the suggested replacement with the product manufacturer's recommendations. Inspect all of the seat belts to safeguard that they are in working order.

Finally, check to make sure that the insurance card, registration, and inspection cards, if your province conducts them, are in the car, complete and up-to-date.

## **At the Office**

Most of us probably take for granted that all of the items at our work are inspected and properly serviced. This may be so, but it is prudent to be observant and to notify the appropriate point of contact if you see anything that is not working or causing a potential hazard.

First, check to make sure that all fire extinguishers are certified by inspecting the label on the units as well as verifying that they are fully charged.

Next, examine break rooms to ensure that microwaves are properly working, sinks are not leaking and outlets are properly grounded. This can also apply to the rest rooms sinks and toilets.

Check to see if all of the emergency exits signs are properly lit and that there are emergency evacuation floor plan signs

posted on each level of the building. If you notice that there are any broken handrails, cracked tiles, ripped carpet, or uneven floor transitions report them to prevent people from tripping or falling.

Inspect your office or cubicle for potential fire hazards and obstructions that could potentially cause a delay in an emergency egress from the building. Inspect all electronics, computer cords, and surge protectors for cuts, tears or wear that can occur with age. Replace any that are questionable in safety. Ask if any fire alarm drills are conducted for the complex and when the next one is scheduled.

Depending upon your regional location the same can be said for tornadoes, hurricanes, and earthquakes. Inspect all first aid kits to confirm that they are properly stocked and any items are not expired. Check to see that the AED is properly inspected and in working order.

Look, when riding on the elevators, to see if inspection certificates are posted or at least available on-site. Outside of the building, study the parking lot or garage for proper illumination and any dangerous areas that might need or require repairs. Though it is not required for employees to do this, every extra set of eyes can assist building operators in ensuring that all important safety items are in proper working order.

## **Conclusion**

When dealing with safety and security issues it is important to always take the time to pause, inspect, and verify that our homes, cars, and workplace station are in optimal functioning order. We can have peace of mind knowing that our family,

friends, and coworkers are all protected from potential hazards that exist in each location or area we operate. It is with this safety and security check in mind that Securitas Canada's values of Integrity, Vigilance, and Helpfulness are reinforced.