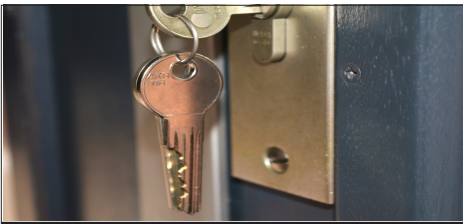


# Workplace Safety and You



Shut and lock your office door, even when leaving for a moment. Lock your desk when you leave for the day. Before leaving for vacation/sabbatical ensure expensive items are secured or removed.



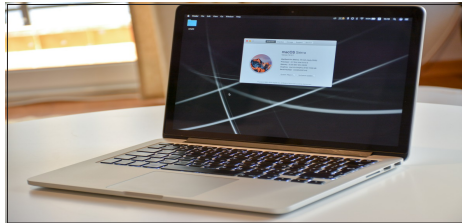
Don't allow strangers to access office space without satisfactory proof of identity and purpose. Make sure there are staff around to challenge strangers wandering in, especially during meetings and breaks.



Avoid keeping cash in the office. Make regular deposits following Campus Cash Procedures. If cash must be retained, temporarily secure it in a metal cash box placed in a locked cabinet or drawer. For larger sums, invest in a safe.



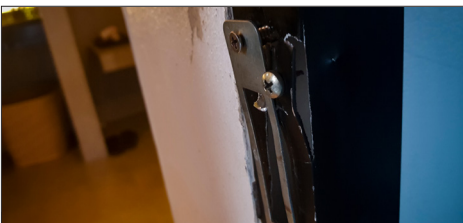
Maintain an inventory of office keys using the Facilities Services template. Collect keys from all departing employees. Familiarize yourself with the campus Lock and Key Control Policy.



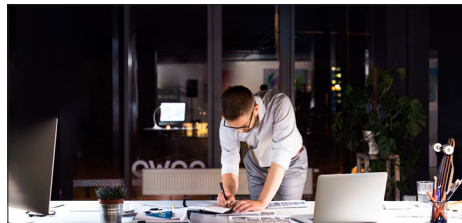
Keep a spreadsheet of the make, model and serial number of equipment and retain this information in a safe place. Report missing items and keys to your supervisor and University Police immediately.



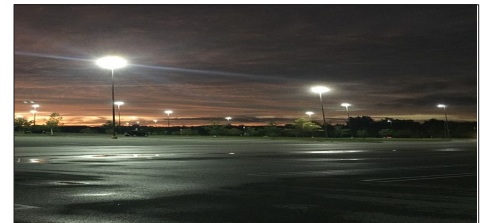
Don't leave valuable items in plain view. Keep them with you at all times or secure them in a locked drawer or closet. Don't leave your wallet inside your coat pocket on a coat rack.



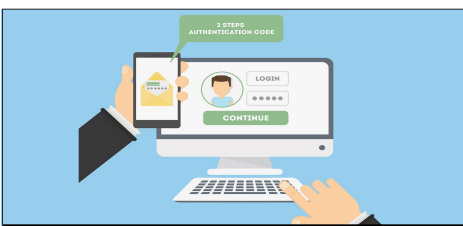
Report doors, windows, or locks that are broken or not working properly to Facilities Services at x3200.



Avoid working alone late at night. Let someone know where you are and how long you plan to stay. Never open the door to a stranger after hours.



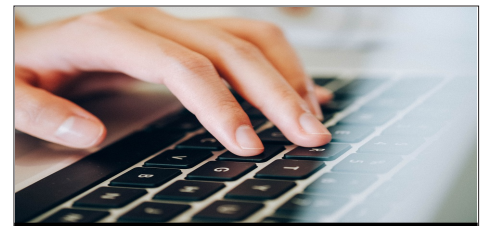
When working alone after hours, avoid using the stairs. Download Oswego Guardian to turn your phone into a personal safety device. Call University Police at x5555 if you'd like an escort to your vehicle.



Enable two-factor authentication on your email, financial, social media, shopping and cloud based accounts and change passwords regularly.



SUNY Oswego Internal Control Department  
315.312.2222  
internalcontrol@oswego.edu



Lock your computer when you'll be away from your desktop for a short period of time, and log off when you'll be gone for extended periods such as meetings or lunch.