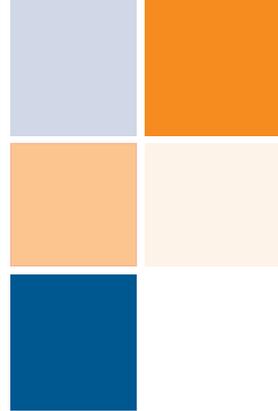


Key Solutions

Employee Assistance Program



Winter 2020



Tips for Improving Workplace Safety

Be honest, just how safe is your workplace *really*? Below are some suggestions for improving safety in your workplace.

- 1. Conduct a threat assessment.** A threat assessment helps identify a company's potential weaknesses. An assessment should include questions such as the following:
 - Do strangers cut through the parking lot for convenience?
 - Do other businesses in the area make your workplace more vulnerable? For instance, is there a high degree of crime in the area? Are you next door to a bank that could be robbed?
 - Are windows and doors in good working order?
 - Do employees wear badges?
 - How do employees access the building? With electronic keys or metal keys?
- 2. Make sure the building and parking lots are well lit.** Often, attackers will use dark or poorly lit areas in and around a building to hide and wait for an opportunity to strike. If employees enter and leave your building before daylight or after dark, be sure they have a well-lit path to and from the building, especially around doorways and in the parking lot. When possible, encourage employees to walk in pairs after dark.
- 3. Make security cameras especially visible in potential danger zones.** This includes over doors, in parking lots, at the reception area, anywhere money is handled or stored, and in IT server rooms. When criminals see video surveillance, they can't necessarily tell whether cameras are on, and it might be enough to discourage them from targeting your business.
- 4. Encourage employees to report safety concerns.** They might include, but not be limited to:
 - Lights that need to be replaced;
 - Unsecured machines or rooms containing valuable equipment;
 - Domestic issues that have the potential to spill into the workplace; and
 - Suspicious behavior, workplace bullying or significant personality changes of other employees or customers.

It's also important for management to act on any safety concerns brought to your attention. Nothing kills employee cooperation faster than feeling ignored.

- 5. Train employees to recognize potential danger.** Just as staff is trained to spot phishing attacks through unsolicited emails, they should also be trained in workplace safety. Remind them about proper procedures for handling suspicious packages, upset customers, and unauthorized personnel in secure work areas.

As part of manager training, business leaders should be taught to recognize behaviors that can trigger violence, such as bullying, intimidation, and excessive job-related stress.

Managers should also learn about common issues that may lead to violence, such as poor performance reviews, firings, unwelcome changes in a job role, and personal stress outside the workplace. *In each of these cases, the EAP is in a perfect position to help.*

Source: *Insperty*.

Call us at 605-334-5850 or 888-450-7844



9 in 10 Employees Come to Work Sick

Are co-workers literally making each other sick? In new research from global staffing firm Accountemps, 90% of professionals admitted they've at least sometimes come to the office with cold or flu symptoms.

Of those respondents, 33% *always* go to work even when they're under the weather. More than half of those who report to the office with a cold or the flu (54%) said they do so because they have too much work on their plate; another 40% don't want to use sick time.

"Bosses should set an example by taking time off when they're under the weather, encouraging employees to do the same and offering those with minor ailments the ability to work from home. Bringing in temporary professionals can keep assignments on track during staff absences," said Michael Steinitz, senior executive director of Accountemps, a division of Robert Half.

February is Teen Dating and Violence Awareness Month

Teen Dating and Violence Awareness Month encourages parents/guardians to talk with adolescents about how to define healthy relationships. According to information from the CDC (Centers for Disease Control and Prevention) teen dating violence can be physical, sexual and emotional. Stalking or violence can occur electronically through emails or texts and is widespread among social media platforms. Research indicates that teens who have been victims of dating violence or abuse might also engage in risky behaviors themselves. They are more likely to experience depression, anxiety and substance use/abuse issues.

Talk to your kids about teen dating violence. Make sure your adolescents are mature enough to date. Consider open and honest conversations about respect for not only themselves but others as well. Be aware of dating violence or psychological abuse in

the online world. The CDC has an informative program called *Dating Matters: Strategies to Promote Healthy Teen Relationships*. Topics such as success stories, teen and parent programs and a wide variety of publications and resources are available for teens, parents and families. Check out this website for more information.

www.cdc.gov/violenceprevention/intimatepartnerviolence/datingmatters

Remember to use KeySolutions EAP if your adolescent has been a victim of teen dating violence. We are here to help!

Article by Beth Hall, EAP Counselor at KeySolutions Employee Assistance Program, 2020



ATTENTION ALL EMPLOYEES:

KeySolutions EAP is available to **all employees** and dependent family members.

You **do not** need to be enrolled in your employers insurance to utilize this benefit.

Please check the Keloland Closeline during inclement weather for our office closures.

How KeySolutions Works for You...

Counseling Services: KeySolutions is here to **help you** and your family with any of **life's challenges**. During your appointment, you will meet with one of our experienced professionals and together decide on a **plan of action**.

Free and Confidential: Employee Assistance Program services are at **no charge** to you or your immediate family. All services will remain **confidential**.

Employees and Family: KeySolutions is available to all **employees** and **dependent family members**.

Network Provider: The Employee Assistance Program is available in most locations. We have a network of counselors that are ready to serve you. Please contact KeySolutions first and we will inform of those providers in your area.

Contact Us: You can visit us at www.keysolutionseap.com, or email us at info@keysolutionseap.com. Call us at 605-334-5850 or toll-free at 888-450-7844.