

# #PAIN\_KILLER\_SECURITY\_TIPS

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## Don't Open the Door to Threats – Secure Access to Your Office

An access control management system is the vital first step towards workplace security. Not only will it allow you to control who gets access to what and when, but it will also allow you to track that information accurately too.

Keep your premises safe with automated control panels that allow your employees access when you decide they need it. It is also important that you ensure that all visitors don't compromise workplace security by preventing them access until you've taken note of their details. And today, there are low-cost software solutions that help you track visitors.

A digital visitor logger system for your front lobby can enhance your security and access control without adding any expensive physical hardware. By issuing digital visitor passes or using a mobile app, you can know who is in your building at all times and keep a detailed audit of everyone who enters and exits throughout the day.

Security Technology Can Protect Your Office, Your Employees, and Your Data

Access control systems use automatic doors and gates to prevent access to those who don't have the correct credentials, but they also reduce the risk of human error too. By automating as many of your security processes as possible, you

## 6 Workplace Security Tips to Keep Your Business and Your Employees Safe

reduce the likelihood of your staff making a mistake, prevent exceptions being wrongly made, and can rely on the precision of trackable data to keep you informed and people accountable.

Technology doesn't just play a role in protecting the physical parts of your business, either. It's vital for protecting your information and preventing data breaches too. Secure password systems, as well as security software on all devices, will keep your sensitive information safe by only granting access to the employees who have clearance.

Equip Your Workplace with Alarms and Security Systems

Building a safe environment is the foundation of workplace security. Plan your office space out in a way that is designed to protect your business and safeguard your employees.

Emergency exits should be easily accessible and clearly labeled. Fire extinguishers and smoke alarms shouldn't be blocked or hard to reach. Monitor your business using CCTV to keep an eye on your workplace and to have a record of what happened.

Don't just restrict video surveillance to the workplace, though. Any areas where equipment

is stored or that employees might go should be covered too. These areas include both entrances and exits, as well as car parks and stairwells.

An alarm system that protects the premise when no staff members are present is also advisable. Some security systems can even alert local law enforcement when they've been set off.

Keep Employees and Your Systems Up to Date with Regular Training

Employees often want to take positions with additional responsibility, and those employees that display exceptional leadership qualities would be perfect to assume the roles that will help ensure workplace security, such as fire captains or security marshals.

Invest in training for these employees and the rest of your workforce too. It's crucial that employees understand the emergency protocols that you've put in place for your business and know what to do in case of an incident.

Once is not enough, however. Schedule regular drills and refresher courses to ensure your employees are getting the most up-to-date information and are making it a part of their second nature.

Similarly, you should perform regular maintenance and check-ups on any security equipment in the workplace, from fire extinguishers and smoke alarms to access control systems. It is only by taking security seriously and staying vigilant that you'll be able to help prevent accidents from occurring and be prepared for emergencies.

Protect Employees by Monitoring All Workplace Occurrences

Having comprehensive alarms, security systems, and access control protocols aren't much use if you aren't monitoring them regularly.

Access controls, for example, should be reviewed regularly. Amidst the hiring and firing of employees, it can be easy to forget to revoke someone's access to the workplace, but all it takes is one disgruntled employee with a valid access code to compromise workplace security.

The procedures all these systems require are in place for a reason. Though at times they may feel inconvenient, these extra steps are what will help prevent incidents in the workplace, whether that be theft of equipment or workplace accidents involving employees. Ensure all staff members are following protocol and making workplace security a top

priority by putting stringent procedures into place and having everyone follow them.

By ensuring you are regularly monitoring all the systems you have in place, you are actively contributing to workplace security, rather than merely firefighting and dealing with only the symptoms and not the root cause.

Talk to Office Security Experts for More Tips on How to Keep Your Business Secure

Human beings learn through experience. It is inevitable then that we are least prepared for the problems we face rarely. This inevitability is why we turn to experts to help us prepare as much as we can be for these eventualities.

Law enforcement officers deal with emergencies and potentially dangerous situations day-in-day-out. They are often happy to offer advice and even give talks at local businesses with tips to improve workplace security. By ensuring that your workplace and employees have adequate training for emergencies, it makes their job easier too.

Your local government may even offer risk assessments depending on the nature of your business. They can ensure that you're up to code on security procedures and provide you with information that will help you protect your workplace and your employees from both external and internal threats.

## TEETHLICIOUS TOOTHDAY

# Toothpaste: Less Is More

**T**oothpaste is a general household product each and every Ghanaian has in their home. It is hard to come across a TV commercial that does not depict the classic wave-shaped blob of toothpaste covering the entire brushing surface of a toothbrush. But is that really the appropriate amount we should all be using? Besides, as you squeeze that tube of toothpaste on your toothbrush twice daily, have you wondered its composition and its uses?

Toothpaste, also known as dentifrice, is a pharmaceutical compound used with a toothbrush for cleaning and polishing the teeth according to the Mosby's Medical Dictionary. It is the French word for toothpaste which translates as "dens" which means tooth and "fricare" which means "to rub." They are in the form of pastes, gels, or powders and help remove plaque, a film of bacteria that forms on teeth and gums.

Since their introduction several years ago, toothpaste formulations have evolved considerably; from suspensions of crushed eggshells or ashes to complex formulations with over 20 ingredients depending on the brand you use. The main ingredients of a tube of toothpaste are water, abrasives, fluoride, detergents, antibacterial agents, flavourants, humectants, anti-sensitivity agents, anti-calculus agents, remineralizers,

etc. which all help to improve our oral hygiene. A study I carried out in 2016 on factors affecting the choice of toothpaste amongst patients visiting the dental department of the Komfo Anokye Teaching Hospital (KATH) revealed that the main category of toothpaste that respondents looked out for was fluoride-containing toothpastes.

Dentists like myself advocate for fluoride in toothpastes because it aids in the protection of the outer layer of the teeth (enamel) against harmful acid-producing bacteria in our mouths. These bacteria cause tooth decay.

However, toothpaste should be used in moderation. Being exposed to too much fluoride during childhood when permanent teeth are being formed can lead to dental fluorosis, a condition characterized by discoloration or spots on the enamel. Teens, adults, and children always want to keep their pearly whites sparkling and free of cavities (tooth decay) so they use a generous amount of toothpaste every time they brush. Some even squeeze so much toothpaste on their toothbrush as though they were putting icing on a cake. Sure, that might be the way advertisers market their products on Ghanaian television and billboards, but you don't need nearly that much toothpaste.

For children under the age of 6 years, the appropriate amount of

toothpaste to use is the size of a grain of rice. That way, if it is accidentally swallowed, it will not be enough to cause a stomach upset or issues with tooth development. Children older than 6 years and teens are advised to use a pea-sized amount of fluoridated toothpaste to brush. There is no harm if adults use more toothpaste than recommended, but the liberal use of toothpaste ends up being spat out into the sink. Experts point out that a pea-sized amount of fluoridated toothpaste should be sufficient for an adult's session of brushing. A large blob of toothpaste will produce too much foam, making it hard to brush correctly and to do so for the right amount of time (2-3 minutes).

In conclusion, when it comes to the amount of toothpaste less is more and fluoride is an important component in toothpaste, and we should always look out for it in the ingredients section whenever we decide to switch brands of toothpastes. We should also use toothpaste in moderation to avoid wastage generally, and also to avoid accidental swallowing in children under the age of 6 years resulting in fluorosis.

**Thanks for reading. Don't forget to wash your hands with soap and running water and avoid touching your face during this period of the COVID-19**

**pandemic. In the absence of soap, kindly use a sanitizer which contains at least 60% alcohol.**

**Stay safe, Stay home. We need you alive.**

Stay connected to the Vine. Stay Gorgeous and Stay Professional.

*Credit: Dr Michael Awua-Mensah*

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