



## Take Our Safety Program to New Heights

Working safely is something all employees should take seriously—nothing less than the future of your family is at stake. An on-the-job accident could very easily disable you, leaving security and future plans up in the air.

Together, you and your co-workers can get your own safety program off the ground by giving your supervisors ideas on how to eliminate hazards in the workplace. In an environment where you interact with customers and deal with finances and money, any idea—no matter how small it may seem to you—may prevent an incident.

If you are a seasoned employee, you can use your years of valuable experience to spot potential safety shortcomings. Or, if you are a new employee, you may be able to spot something right away that an old pro may have overlooked.

Here are some examples of rules you can follow to set an example for others and help our safety program succeed.

- Do not engage in horseplay on the job—even during breaks—at any time. Always stay focused on the task at hand.
- Allow your co-workers to stay focused at all times by refraining from distracting actions.
- Watch your footing at all times, and never run inside the building. You will be less likely to notice tripping hazards.
- Remember that sanitation is key, especially if your work involves frequently handling money. Keep yourself and your workstation clean to avoid contracting serious injury or illness.
- Know your limits—if you feel fatigued or that you cannot complete your work safely, stop and decide what you need to do to stay out of harm's way.
- Never perform work that you are unauthorized to do.
- Be sure you know how to identify signs of intruders or thieves and how to safely efficiently and effectively respond.
- Know what to do in case of emergency, whether it's an on-the-job injury, act of violence or natural disaster.

In short, safety takes teamwork. Whatever your job is or whatever your duties include, keep your eyes open for hazards and report them. Help keep our safety program on solid ground.