

ATM Banking

Banking at an automated teller machine (ATM) can be fast and convenient. For your safety and protection, we would like to suggest a few helpful tips to keep in mind when banking at an ATM.

- Be aware of your surroundings.
- Use ATMs in well-lit areas only.
- If someone looks suspicious or you feel uncomfortable, choose another location.
- Park your car in a well-lit area near the ATM.
- At drive-up ATMs, keep the engine running, and all doors and windows locked when possible.
- Keep one car length's distance between you and the car in front of you.
- Have your card ready before reaching the ATM.
- Close the entry door completely upon entering the ATM facility.
- Block the ATM screen with your body so nobody can read the screen.
- If someone is crowding you from behind or trying to see the screen, cancel your transaction and go to another machine.
- Once you have completed a transaction, put your money and receipts away before leaving the ATM.
- Never open the door to an enclosed ATM vestibule for someone else. Each person

- should gain access to the ATM using his or her own card.
- If you are followed when leaving an ATM, move quickly to a safe, well populated area. Call the police and report any suspicious activity. Do not forget to also notify your bank.
- Where emergency assistance is needed due to criminal activity or medical emergency, call 911.

New Employee Safety Orientation

To train new employees in safety, your presentation should lay out their role in creating a safe workplace, as well as safety steps to take.

Define your objective.

Your presentation should make the point that every worker can make (and is expected to make) an important contribution to organizational safety by identifying, fixing or reporting hazards and near-misses, and by responding appropriately to emergencies and evacuations.

- Warn against horseplay. Those new to the job may be tempted to "fool around" with equipment they've never used before. This can be deadly.
- Newcomers may take a narrow view of safety as primarily accident prevention, but they need to understand that keeping unauthorized person out of the workplace is also a safety measure – and that it's done through vigilance and careful

handling of identifications systems such as badges and codes.

- It's vital that workers know where to find the knowledge they need to be safe, including the location of safety bulletin boards, and the names of safety supervisors or members of the facility's safety committee.
- Give detailed safety information.

Training on New Equipment

Don't forget to ask for help from vendors or manufactures, who may be able to send a rep to train you and your workers, provide hazard assessment, or even give you a video tape that explains safe operating techniques on new equipment. After all, you are purchasing the equipment from them and they have a vested interest in making sure their equipment does the job and does it **safely**.



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MONTHLY TOOLBOX TALK

PROJECT STARTUP

Planning and preparation are essential to a successful construction project! There is always planning and preparation work that you should be doing before you start to dig the first hole or pound the first nail. Some safety issues are common to all construction jobs, but every project has specific hazards that must be dealt with. Take the time to become familiar with each new project and its safety requirements.

Construction projects go smoother when everyone is working together. Knowledge is a powerful tool and must be utilized to its fullest potential. Therefore it is recommended that all work activities or tasks be planned.

Get a general feel for the project you're about to begin. Consider the requirements of the owner and the project, as well as the size, location, and type of jobsite. Think about the surrounding environment. You may have to deal with nature, wildlife, traffic or pedestrians. Be aware of access and security matters. Is it a secured lot? Do you have the required access to do your job? Do you need an ID badge or a permit for employee parking?

Make sure you have received all the required training for the project. Attend the safety orientation to learn the safety details. Are there any specific safety or project rules for this job? Have you been given a training schedule? Are there awards or incentives for project safety? Are you familiar with the safety goals or milestones? Do you know who the safety coordinator is and how to report hazards?

"Plan the work and work the plan" is an old saying in the construction world. You would think that planning would be common sense, but there are many jobs where this critical step gets skipped. The benefits of using a pre-task plan are enormous. First, it gives you an opportunity to plan the work activity. Next, you are able to identify any safety hazards and discuss appropriate corrective measures. You can focus on personal protective equipment and make sure that you have the right safety gear available.

There are also practical matters to consider. Become familiar with the location of sanitary facilities such as toilets, porta-johns, and hand-washing facilities. If they are available, find changing rooms and lockers for storing your personal items. Know the location of

the lunch room or break room, vending machines, drinking water, and ice.

An effective pre-task plan will address the task, tools, equipment, weather, PPE, safety requirements, special conditions, and emergency requirements. All of these items should be addressed with the crewmembers prior to starting. Everyone should be given an opportunity to make suggestions and ask questions. Do you have these questions answered in your pre-task plan? Know what to do in case of emergencies.

- What will you do differently if it is raining, snowing, or there is ice on the ground?
- Do you have the right tools for the job?
- Have they been inspected and are they in good condition?
- Are there sufficient quantities of tools, PPE, and first aid supplies?
- Do you have fuel and is it stored properly?
- What are the evacuation routes?
- Are two-way radios, call boxes, or cell phones available?
- Learn where telephones, first aid kits, and fire extinguishers are located.
- Be able to locate emergency numbers for fire, police, and medical emergencies.
- Who is the first responder on your jobsite?
- How do you report an injury?

As you begin a new construction project, you have many things to think about such as personal protective equipment, fall protection, hazardous materials, heavy equipment, utilities, power lines, signs, hand and power tools, maintenance, and repairs. It's important that you get all your questions answered before you begin your work. Talk to your supervisor if you have any concerns.

You should ask and answer those same questions whenever you start a new task or start working in a new area. When the conditions or tasks change, the plan may need to change. Take time to discuss the changes and then implement them. Plan the work and work the plan.

A good Plan worked by good tradesmen will produce good results.