

IMPORTANT POINTS

- For employees that have been working with Labor Tek on an ongoing basis and have resided in Canada for at least 5 years can obtain a security clearance through us. Go to www.labortek.com create an account if you haven't already done so and then click on clearance form. You can also subscribe to job alerts.
- As much as it's important for time cards to be handed in on time, it's as important that they are properly filled-in and signed by your supervisor at work. You have in your employment kit a copy of a time card as it should be filled-in. Please refer to this example. If you need further information, please do not hesitate to ask either Jean Beauchamp or Nathalie Ferguson.

Have a safe and healthy month of May

Mary Collier

mcollier@labortek.com
Tel: 613-741 1128
Fax: 613-741 1130

Entanglement! Reducing the Risk

Slips, Trips, and Falls

How to Reduce the Risk of Entanglement

Entanglement in a machine can happen instantly. Long hair or loose clothing can catch on a rotating surface and – faster than anyone could possibly react – the victim is dragged into the moving machinery. Remind your workers to follow these 5 tips to reduce their risk of entanglement:

- 1. Wear snug clothing.** When working around moving machinery, button sleeves and tuck in shirts and pant legs. Avoid wearing scarves and drawstrings. Be aware that even gloves can get entangled.
- 2. Don't wear jewelry.** The hazards of wearing neck chains and dangling jewelry while working around rotating machine parts are obvious. However, even a ring can catch in rotating equipment. That can cause amputation of a finger or result in worse injury.
- 3. Restrain hair.** If you have long hair, tie it or restrain it with a hairnet. If hair is simply tucked inside a hardhat, it can come loose and get caught in moving parts. Even a long beard can be a hazard in a machine work environment.

4. Keep machinery guarded. Make sure all equipment is properly guarded to prevent entanglement and other machine injuries. Report any missing or defective guards and shields to your supervisor. Never remove or block a machine guard. When doing adjustments or repairs, follow the correct lockout and tagout procedures and replace guards before returning the machine to service.

5. Know the controls. Know how to quickly locate the emergency stop and start controls on all machinery in your work area.

Almost every worker is exposed to the hazards from machinery in some fashion, so all workers should receive at least a basic introduction to machinery safety. They should have an understanding of the hazards associated with operating machinery or working in areas where it is operating so they know what to watch for and how to report a hazard. And since operating machinery poses a significant risk to a worker, annual refresher training is a best practice.

Every year many injuries occur through slips, trips and falls from heights, on stairs, and on level ground; at work and at home. You need to pay attention to your movements and surroundings. These tips help you how:

- ◆ Focus on where and what you're doing, and what lies ahead.
- ◆ Expect the unexpected.
- ◆ Take responsibility for fixing, removing, or avoiding hazards in your path.
- ◆ Wear sturdy shoes with nonskid soles and flat heels.
- ◆ Avoid baggy or loose pants you could trip over.
- ◆ Walk, don't run.
- ◆ Wipe your feet when you come in from rain or snow.
- ◆ Report or replace any burned out lights or inadequate lighting.
- ◆ Watch out for floors that are uneven, have holes, etc.
- ◆ Keep your hands at your sides, not in your pockets, for balance.
- ◆ Don't carry loads you can't see over.
- ◆ Walk slowly on slippery surfaces. —Slide your feet and avoid sharp turns.
- ◆ Sit in chairs with all four chair legs on the floor.
- ◆ Make sure all wheels or casters are on the floor.
- ◆ Be constantly alert for—and remove or go around—obstructions in your path.