

IMPORTANT POINTS

- **WE ARE HIRING FOR VARIOUS POSITIONS.** If you have friends, family members or acquaintances who are looking for work, they can email their resume to humanresource@labortek.com or go to our website www.labortek.com and register online.
- It's a requirement from our clients that time cards be handed in **regularly** every week on time.
- Lately, we've been receiving timecards missing information like YOUR name. Please ensure that your timecards are filled out properly.
- If you are going to be late or absent for work it is **very important** that you call in to inform us. The deadline for phoning is **10:00 pm**. There are **NO EXCEPTIONS** to this rule. Not informing us will put your job at risk.

Have a safe and healthy month of November.

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SOLVENT DANGERS

We've all been exposed to solvents whether at work or home.

Solvents are often used with paints, lacquers, varnishes, adhesives, thinners, degreasers, cleaners, glues, and mastics.

You can be exposed—and overexposed—to solvents in various ways.

1. Absorption—the solvent penetrates your skin. This could be through direct contact with your skin while you clean tools.
2. Inhalation—you can breathe in solvent vapors when you're applying sealants, glue, and paint
3. Ingestion—this means swallowing. You can ingest solvents from your hands while you eat, drink, or smoke.
4. Injection—this can happen when your skin is punctured by a high-pressure spray gun.

Different solvents can affect your health in different ways.

Short-term effects include:

- * Irritation of eyes, lungs, and skin
- * Headache
- * Nausea
- * Dizziness
- * Light-headedness

You can pass out and even die from exposure to very high concentrations of solvent vapor. Solvent exposure has three long-term health effects:

1. Dermatitis—this is inflammation of the skin. Look for redness, itching, swelling, and blisters.
2. Nervous system disorders—you may experience fatigue, muscle shakes, memory loss, or reduced mental performance.
3. Damage to liver and kidney (chlorinated solvents can cause this).

Lets identify some controls.

Some solvents are very flammable. Eliminate sources of ignition in the work area.

. When applying solvent-based materials, make sure there's enough ventilation. Open doors and windows. When that isn't enough, use fans.

. When the MSDS requires a respirator, make sure that yours is approved for protection against "organic vapors." The cartridge is pink and marked "OV".

. Avoid skin and eye contact with solvents.

. Follow the instructions on the product label and MSDS regarding protection, storage, handling, etc.

. If you don't understand the instructions, ask for help. Make sure you know what to do in case of an emergency.

. Don't eat or smoke where solvents are being used.

. After working with solvents, wash thoroughly before eating or smoking.

. Don't use solvents to clean your skin or hair.

. Don't weld on materials that have been cleaned with chlorinated solvents. The result can be some very toxic gases.

. Keep lids on solvents when you're not using them. This keeps vapors from getting into the air.

Source: Construction Safety Association of Ontario.

Injured at Work - What You Should Do

LaborTek has put a procedure in place in case you are injured at work:

1. Obtain first aid promptly.
2. **Report injury immediately to site supervisor and LaborTek Safety Officer.**
3. Ensure you are accompanied by site supervisor to a hospital or clinic.

4. Obtain a Medical Treatment Form from the site supervisor when medical attention is required. Ensure this form is completed by the first doctor to treat you and return it to LaborTek Safety Officer without delay.

Source: Occupational Health & Safety - <http://ohsonline.com/articles/2004/08/Improve-Safety-by-Dressing-for-the-Weather.aspx>