

IMPORTANT POINTS

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 Natalie Ferguson.

Some of you are handing in timecards late and some extreme cases almost a month old. This is causing problems for our payroll / accounting department. Our clients also expect to have their invoices in a timely fashion and in order for this to occur, you must hand in your timecards regularly. Furthermore, handing in your timecards on weekly basis means you will receive your pay every week.

All incidents or accidents that happen while at work and because of the work that you are doing have to be reported to LaborTek Immediately **WITHOUT EXCEPTIONS**

Have a warm, safe, and healthy month of April!

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Near Miss Reporting and Complacency

Near Miss Reporting

Whether there is no injury, a small bruise or scratch, or an amputation, the consequences of unsafe acts and conditions are left to chance. A ratio showing a relationship between the number of near-miss incidents and injury incidents reported by researchers shows that for every 15 near-miss incidents, there will be one injury. In other words, there are 15 missed opportunities to prevent an injury.

Hundreds of near misses go unreported each month at our facility. Many of you may not think of an incident as a near miss, but it is more often human nature that keeps these lessons from being reported and improving the safety system.

Reasons employees don't report near misses include:

- They do not want to be blamed for problems or mistakes;
- They do not want to create more work;
- They do not want to be perceived as a troublemaker or careless.

It takes time to report a near miss and there are

several reasons people don't do it. However, it is truly important you report them. If not, what is lost is a free lesson in injury prevention. The few minutes spent reporting and investigating near-miss incidents can help prevent similar incidents, and even severe injuries. The difference between a near miss and an injury is typically a fraction of an inch or a split second.

Complacency

The term complacency has several definitions; perhaps the one most suitable (in the context of safety) is as follows, "a feeling of quiet pleasure or security, often while unaware of some potential danger, defect, or the like". Ironically, this feeling can develop from a perception that you live and work in a safe environment. An environment of few, if any, workplace incidents and when an incident does occur, it is often of a minor nature. The message here is, never let your guard down. We maintain our safety by doing just that, maintaining it.

The ways we maintain our safety:

We maintain a safe workplace by following established protocols and procedures.
We have daily safety meet-

ings to discuss changes and potential hazards that develop from day to day on our worksite.

We wear the appropriate PPE for the task at hand.

We take a "Four Second Reset" to stop and think about the safety side of the task we're about to start.

We manage our "Zone of Control" on the worksite. Hazards identified, eliminated or controlled.

Maintaining housekeeping and organization.

Other workers and/or mobile equipment coming into your work area.

We report any and all perceived or potential hazards on the worksite.

We report all near misses.

When reported, we are able to collect information, identify trends, correct current problems, and prevent future incidents and injuries from happening.

We coach, mentor and watch out for each other throughout the day.

A level of safety in the workplace where incidents are indeed a rare occurrence, does not guarantee future success, however it is an indication of a strong safety culture. It's up to all of us to never let our guard down. Continuous safety maintenance is the backbone of a strong safety culture and a truly safe workplace.