

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.

We are constantly looking to recruit new employees. If you know people who are looking for work, do not hesitate to refer LaborTek to them.

This is a reminder that you need to call back LaborTek when a message is left for you either on your voice mail or with someone at home. Please respond to your emails as well. Good communication will get you work!

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 June!

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Fighting Fatigue

Fatigue is the condition of being physically or mentally tired or exhausted. Extreme fatigue can lead to uncontrolled and involuntary shutdown of the brain.

Fortunately, there are ways to fight fatigue:

Get eight hours of sleep before starting work.

Sleep at the same time each day. If they rotate shifts, establish clockwise rotations (from day to evening to night). Clockwise rotating makes it easier to go to sleep when a worker goes to bed.

Take all scheduled work breaks. A snack or exercise during the break will refresh them.

When trying to sleep during the daytime, find a cool, dark, quiet location. Use ear-plugs, soft music, or a fan to block out noise.

See a doctor about sleep disorders, medications for illness, and using bright light on the job or during wak-

ing hours.

Eat a well-balanced diet beginning the "day" with high protein foods and ending with carbohydrates. Do not eat great quantities before bedtime; they may cause trouble sleeping.

Avoid caffeine, alcohol, and cigarettes. These substances cause sleep disturbances.

Walking, stretching, and aerobics can help a person stay awake. Exercise will give you stamina and help you to fall asleep later.

Work carefully and very methodically, always following proper procedures.

Fatigue is the condition of being physically or mentally tired or exhausted. Extreme fatigue can lead to uncontrolled and involuntary shutdown of the brain.

Here are some things to look for in your coworkers to help identify fatigue.

Everyone needs your help, because in most cases, people who are under significant fatigue

can't identify it themselves. These include:

Their job performance slows.

Their job quality is reduced.

They can't recall their last thought, conversation, or what they did a moment ago.

They have trouble solving problems.

They make errors.

They have a near-miss accident.

They have trouble focusing.

The head droops.

They can't stop yawning.

When you're fatigued **you will make errors in judgment**. Your mind or eyes can be off task and you can make a critical error.

Remember the only substitute for sleep is sleep. Short-term measures may help you stay alert for awhile, but eventually you will need to sleep.