

## IMPORTANT POINTS

- When you arrive on a job site to which you were assigned by LaborTek and can't find the contact that you are supposed to meet, we ask that you stay around and give us a call. Do not leave the premises before giving us a call.
- 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 November

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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 earplugs, soft music, or a fan to block out noise.
- See their doctor about sleep disorders, medications for illness, and using bright light on the job or during waking 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.

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.

## 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. 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.