

IMPORTANT POINTS

- All incidents or accidents that happen while at work and because of the work that you do have to be reported to LaborTek Immediately **WITHOUT EXCEPTIONS**
- It's very important to hand in your time cards on a weekly basis. As a reminder our working weeks run from Sunday at 0:01 am to Saturday at midnight. The deadline for submitting your time cards is Tuesday at 10:00 am, no matter the number of time cards that you have for this work week. You can fax them to us or you can drop them off at the office.
- We operate in a service industry and it's very important that we offer a superb service to our clients. You are an employee of LaborTek but you work for our clients. Your reliability towards your work and your punctuality at work contribute greatly to what is known as the Client Value Proposition. That refers to all the great things put together that we offer to our clients.

Have a safe and healthy month.

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Slips, Trips, and Falls—Pay Attention

Every year many injuries occur through slips, trips and falls.

From heights, on stairs, and on level ground

At work and at home

Pay Attention to Your Movements and Surroundings

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 non-skid 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

What can you do to stay active?

Walk whenever you can—get off the bus early, use the stairs instead of the elevator.

Reduce inactivity for long periods, like watching TV or computer work.

Play actively with your kids.

Choose to walk or cycle for short trips instead of taking the car.

Start with a 10 minute walk and gradually increase the time.

Consider joining a gym.

Do the activities you are doing now, more often.

Benefits of Regular Activity

- Better health
- Improved fitness
- Better posture and balance
- Better self – esteem
- Weight Control
- Stronger muscles and bones
- Feeling more energetic
- Relaxation and reduced stress
- Less time missed from work
- Continued independent living

Staying Active

Alarming Statistics

In Canada alone, almost 60% of adults ages 18 and over, or 14.1 million Canadians, are overweight or obese. Almost one quarter of Canadian adults ages 18 and over (23% or 5.5 million) are obese, and an additional 36% are overweight.

Slightly over half of Canadians ages 20 and over report being physically inactive.

Health related issues caused by an inactive lifestyle

- premature death
- heart disease
- obesity
- high blood pressure
- adult-onset diabetes
- osteoporosis
- stroke
- depression
- colon cancer