

## 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 February.

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## Cold Stress

Cold stress or hypothermia can occur any time of the year. Most cases of cold stress develop in air temperatures between 30° and 50° F. Injuries range from frostbite to brain damage and death. If you are in the cold, dress in layers. Choose fabrics such as cotton and wool, which insulate but also allow sweat to evaporate. Wool will keep you warm even when it is wet. Pay particular attention to your head, face, hands, and feet. These areas are most easily frostbitten. Keep dry. Wetness increases the chance of hypothermia. Always have extra clothing available if there is a chance you will get wet. Take breaks to warm up and drink warm liquids and soup. Avoid caffeine and alcohol. Eating properly will increase your tolerance for the cold. Don't work alone. The effects of cold may not

be apparent to the victim. The first symptoms of hypothermia are uncontrollable shivering. The heartbeat slows and pulse weakens, severe shaking or stiff muscles may become evident. The victim may have slurred speech, memory lapses, and drowsiness. Cool skin, slow and irregular breathing and exhaustion occur as the body temperature drops lower. This is a serious condition and requires immediate medical attention. Frostbite can occur without hypothermia. You may feel a tingling in the affected part, followed by numbness and changes in skin color. Pain subsides as the condition worsens. Blisters may form. Seek medical attention.

## Pushing Safely

On occasion or perhaps even every day, we're called on to push something. Typically it's safer to push than it is to pull a load; however, doing either can be dangerous to your body. Many soft tissue injuries occur because we push or pull unsafely. Today let's look at some techniques to use when you have to push on something. How we push a load is critical. We need to ensure we have good posture when we're exerting that type of force. Most of us can develop higher push forces by leaning our body weight into the load.

- For pushing, your hands should be between your elbow and hip.
- Square up to the load so you don't twist your body.
- Feet spread a little with good footing.
- If you can't push it easily with your body weight, get help.