

## 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**

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## Protection From Winter Sun

When faced with a hot, sunny day at the beach, most of us recognize the need for sunglasses and sunscreen. When faced with the same kind of day at work, most workers also recognize they need protection from the sun's harmful rays.

But what about winter sun? How many people consider winter sun to be harmful? Unfortunately, few take precautions necessary to ensure their protection from the winter sun. Like sunshine in the summer, winter sunshine contains two types of radiation that are dangerous to you: ultraviolet-A and ultraviolet-B. You require protection from both. Here are some tips that will protect you from the winter sun's radiation.

### **Wear Sunglasses**

When it comes to your eyes, the winter sun can be blinding – literally. Overexposure to ultraviolet rays can damage the retina

which contains photosensitive cells in the back of the eye that allow you to see.

Winter sun reflecting off snow is more blinding than summer sun reflecting off water. If bright enough, it can easily cause a temporary, but very painful condition called snow blindness. Snow blindness occurs when the surface of the eye is sunburned. Other types of eye damage have been linked to overexposure such as growths, cancers, and cataracts.

Dark lenses alone do not ensure protection from the sun. You need to protect your eyes from ultraviolet radiation, not just the sun's brightness. If the lenses are extremely dark, but lack proper protection, this will cause even more damage. The damage occurs when the pupils of your eyes open wider to accept more light and allow more harmful rays to reach the retina. If you wear regular eyeglasses or contacts, you should talk to your eye doctor about the right

kind of eye protection for you.

### **Wear Protective Clothing**

Did you realize that a wide-brimmed hat can cut in half the amount of UV radiation that reaches your eyes? There is also special protective clothing available that will filter out all of the sun's harmful rays.

### **Wear Sunscreen**

Just like the summer sun, overexposure to winter sunlight will give you a sunburn. Sunscreen will filter out the harmful rays and allow you to work in the sun without threat of sunburn. A sunscreen with a SPF rating of 15 or higher should be suitable for most skin types. It's just as important to protect yourself from the winter sun as it is when you are headed to the beach. Protecting your eyes and skin will ensure that you don't cause long-term damage or time off work. Best of all, it will allow you to enjoy your time in the sun.