

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**

Celyne Aubin
Health & Safety

caubin@labortek.com

Tel: 613-741 1128
Fax: 613-741 1130

Winter Safety Tips

Winter has arrived, and with that comes some dangers associated with cold weather including winter storms, winds, icy conditions, and cold-related injuries such as **frostbite** and **hypothermia**. Help keep you, your family and friends safe with these cold weather safety tips:

****Hypothermia**-Can causes a drop in body temperature that could result in shivering, confusion and loss of muscular control and more. This can result into a life-threatening condition where the person can lose consciousness or even worse cardiac arrest.

****Frostbite**-Can is a more serious condition, skin, tissues become frozen-The skin appears hard to the touch. You may have no sensation - the area may be numb or tingling. Frostbite can even lead to amputation!

****Winters are known for being very cold with snow, frost, freezing rain and more but it doesn't have to be dangerous follow these steps! ****

Before heading out, be sure to tell a friend or a family member as to where you are going and what you are doing. Dress in layers to avoid hypothermia and keep your head, ears and hands covered to avoid frostbite. Wear waterproof footwear. Take survival equipment with like phones, First Aid Kits, radios in case of

an emergency. Keep emergency kits in your cars or carry along bag. Keep gas tank full to avoid ice in the tank and fuel lines. Have Blankets in your car. Check weather reports frequently. Stay indoors during the worst part of the extreme cold. ****Keep fully informed for your ventures and know your limitations at all time to ensure well-being in any and all conditions ****