

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 Dispatch 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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CLEARING SNOW AND ICE SAFELY

Heart attacks, back strain and muscle soreness are just a few of the problems attributed to shoveling snow. Here are a few safety tips for snow shoveling and blowing.

- If you've ever had a heart attack, if you have heart disease, high blood pressure or high cholesterol, you probably don't want to do the shoveling yourself. At the very least, you should consult your doctor before attempting it. Know the warning signs of a heart attack including chest, shoulder or neck pain, dizziness, fainting, shortness of breath, or nausea. If you think you're hav-

ing a heart attack, seek medical assistance immediately.

- * Smokers may want to resort to a snow blower - and certainly you should never smoke while shoveling. Tobacco smoke constricts blood vessels just as cold air does; the combination can be dangerous.
- Caffeinated products are strongly discouraged as well. The caffeine may increase your heart rate and cause your blood vessels to constrict, just like smoking does. Water is obviously the best to rehydrate, but if something hot is needed, drink hot chocolate or herbal tea!
- * Dress in several layers so you can remove a layer as needed.

- Warm up your muscles before shoveling, by walking for a few minutes or marching in place. Stretch the muscles in your arms and legs, because warm muscles will work more efficiently and be less likely to be injured.
- * While shoveling stand with your feet about hip width for balance and keep the shovel close to your body. Bend from the knees (not the back) and tighten your stomach muscles as you lift the snow.
- * Avoid twisting movements. If you need to move the snow to one side, reposition your feet to face the direction the snow will be going.