

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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STRESS IN THE WORKPLACE

Workplace stress then is the harmful physical and emotional responses that can happen when there is a conflict between job demands on the employee and the amount of control an employee has over meeting these demands. Workplace stress can also be caused by a number of factors – from heavy workloads and over-promotion to bullying and blame culture. Some common causes of stress in the workplace are:

- Unrealistic deadlines
 - Making people feel rushed
 - Under pressure and overwhelmed
 - High workloads
- Symptoms of stress in the workplace:**

- Fatigue
- Muscular tension
- Headaches
- Confusion
- Being discouraged
- Heart palpitations.
- Sleeping difficulties,

such as insomnia.

Gastrointestinal upsets, such as diarrhoea or constipation.

Dermatological disorders

Be nice to other people-be that better person

Don't rely on an outside source of positivity-mind over matter

How to Manage Stress:

Track your stressors.

Write them down

Develop positive responses

Establish boundaries for yourself

Take time to recharge

Learn how to relax and breath

Talk to your supervisor -don't be shy

Get some support-family, friends

Ways to Be Happy at Work:

Choose to Be Happy at Work-enjoy your job

Do Something You Love Every Single Day

Take Charge of Your Own Professional and Personal Development-you're the boss

Take Responsibility for Knowing What Is Happening at Work-be involved

Ask for Feedback Frequently

Make Only Commitments You Can Keep

Avoid Negativity and turn it to positive thoughts

Ways to maintain a positive attitude in the workplace:

Surround yourself with positive people

Fill your mind with positive input

Control your language and behavior

Create a routine for the day