

## 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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## TRAINING PAST THE CONFUSION

There is always a chance that you may be asking for something you don't need or as the saying goes you may just get what you ask for. The problem we need to make sure is that the trainee is on the course that they need and that the employer has booked in advance. The things we see are errors in what is being requested by the company and sometimes the booking is from a worker that does not do the job or need the training. Case in point; Our administrative clerks take many calls a day with request to book on scheduled courses or for tailored courses for specific classes of equipment. Forklift training done by the CSA standard has an expected performance of the operator once the course is complete. Operation, safety, techniques, and experience to safely lift materials and loads. The confusion for forklift is typically in the class VII (Seven) Telehandler being confused with of all things, the boom style elevated work platform. The two machines are similar but distinctly different, see photo 1 and photo 2.



device. It is a truck chassis with the boom added to it. See photo 3.



So how can the mistake be made? Well they both can drive, they both a sleeve style machines and they both lift materials. Or admin staff ask questions and a lot of the time if it seems like there is a bit of confusion we ask for a make and model number. Usually that is the give away about what we are talking about so the trainee will get the right training course booked.

It can still get confusing about what training is need between the vehicle mounted aerial device or bucket truck and the elevated work platforms. The terms, bucket, basket and platform seem similar but can be very different in the equipment. Another detail is whether the vehicle is licensed to drive on the roadway as a motor vehicle. That would be the bucket truck or vehicle mounted aerial

The confusion once again can be in the question, can you drive it on the road? The answer "you could" does not make it licensed for the road. The make and model will again lead us to the correct training requirements for the trainee.

So before you book training for your workers make sure you are armed with the correct information, make and model for starters gets to the correct training. For general training the class of equipment will also be required to get the correct training. Be prepared to answer a few questions and possible get a few answers to get the right training.

\* Most importantly listen to your body. Stop if you feel pain!