

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**

Celyne Aubin
Health & Safety

caubin@labortek.com

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

WHMIS—READ THE LABELS AND FOLLOW THE SDS

There is always a chance In my career there was a leap in education regarding the potential injuries cause by chemicals in the workplace. Workers plagued with chronic injuries, debilitation or potentially death. Shorter life span was also a tell-tale marker of workers exposed to harmful chemicals. I think the biggest improvement during my 35 years of working where 30 of them with WHMIS training is the focus of the training is geared to the worker. The person(s) using the product and how they can stay safe uses it. My first training was long, convoluted, how to pass a bill in parliament and how the government is there to protect you and there was a series of questions but the focus was on the Regulations and Laws. The biggest take away was supposed to be how to protect yourself but the theme seemed to focus on the Laws. So much so it felt like someone or something was just trying to legally protect itself. The terms the worker must, shall and will left the responsibility on the worker to protect themselves, not that the employer is legally required and responsible to protect the worker. So this at the time seemed wrong to me but in essence it is true. I need to protect myself, not to keep big brother and the capitalistic machine running but so I am not injured or dead. The new WHMIS training is focused on the protection of workers using two skills. The first skill is reading and the second skill is to ask questions. It will become very evident that there is a risk to your health and safety just by reading the label and reading the SDS before you use a product. First, you identify the risks and

consult the SDS for the preventative measures which list the personnel protective equipment required and other control measure requirements. Second, it's time to ask questions. Where is the PPE, eye protection, face shield, apron, gloves, boots etc. are to be provided by the employer appropriate to the risk and as per the SDS. The third requirement is to become acutely familiar with the first aid procedures for the chemical. It is too late to try and find out what to do during a first aid emergency after someone has been injured. In some cases there are specific countermeasures required for first aid that must be available to neutralize a chemicals harmful I effect. You will always need an eyewash station, and eyewash bottles to be used while moving to the eyewash station. You may require a shower as well. These first aid requirements are listed in the SDS. Employers need to be aware of these requirements to provide a safe work environment. The fourth section to focus on is the emergency fire procedures section. Different chemicals or substances have different fire suppression requirements depending on the type of fire. Use the correct fire extinguisher associated with the type of fire. If the wrong fire extinguisher is used the fire could spread, propagate or a chemical reaction can make the fire worse.

The employer and supervisor needs to focus on the previous sections with additional focus set to the compatibility sections so a chemical reaction does not occur if chemicals are mixed. Storage and handling sections need to be understood so that there is not an increase in the likely hood of a risk of fire or chemical reactions. Warning to keep lids tightly closed or to use a bonding wire when decanting into

smaller containers. Some chemicals have warnings against splash filling or low auto ignition temperatures or flash points. All of these risks and procedures must be included in the training requirements for any worker that handles the chemical. One critical procedure is many flammable chemicals must be bonded to pour them. I remember training for our petroleum oil and lubricants (POL) lockers or POL sheds. All of the storage areas were grounded and the sheds would have a bonding copper band around the inside of the shed. As soon as you entered the shed you touched the copper grounding band. This makes you the same potential of everything in the shed to reduce the risk of sparks. You then got your bucket and touched the drum. Next connect the bonding wire on the drum to the bucket, hang the bucket on the spigot and fill the bucket. The key take away is that procedures reduce the risk but sometimes so not eliminate the risk. Acetone can ignite just by pouring it even if you follow all the procedures. You have to think about what should I be wearing, where is the nearest fire extinguisher, eye wash station or deluge shower. Keep it simple, keep it safe, read the label and follow the SDS. This can be a life saver.