

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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Cellular Phone Safety

A commuter train that failed to stop for a red signal resulted in the nation's deadliest commuter train wreck in the last 40 years.

Grieving relatives of the dead and injured learned that this horrendous tragedy was caused by a Metrolink engineer who ran a red light.

The fatal mistake put the train on a 40-mph, head-on-collision course with a Union Pacific freight train, resulting in 25 people dead, another 135 injured, twisted wreckage, mangled steel, smoldering metal, and scattered belongings. When the train ran the red light, it triggered an emergency signal. A warning call was sent to the train from a Metrolink dispatch center, but it was too late, the call was answered up by a surviving crew member seconds after the crash who said the crash had already happened.

Two teenagers had told a local television station they had been

exchanging text messages with the engineer just prior to the collision. Early investigation results indicate the engineer was text messaging and missed the red light indicating the train needed to stop and to allow another train to utilize common tracks ahead.

This tragic story highlights that the use of cell phones while doing other tasks can have deadly consequences. Whether you're driving or working in a production environment, the use of a cell phone distracts your mind and sometimes your eyes away from the task at hand. Even though Metrolink had a policy forbidding the use of cell phones while working, the engineer ignored it. How about you? If you need to utilize your cell phone only use it out of the production area in the cafeteria, office, hallways or outside.

How many times in the past--both on the job and at home-- have you said to yourself, "Wow, that was a close one?"

No matter what department you work in--production, maintenance, the warehouse, or in the office--accidents can happen. That's why we all need to be reminded from time to time to keep safety first.

We are committed to preventing accidents through safe work practices and safety education--not luck. Think safely in everything you do.