

## 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 Jackie Bennett-Kelly.

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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## HOUSEKEEPING

This week we've been looking at slips, trips and falls.

One of the most important preventative things you can do for them is to have a clean work area.

Housekeeping is one of the most important things we can all do to help promote a safe environment.

Over the past 5 years we've had a couple of recordable accidents caused by poor housekeeping. Paper laying on the floor, strapping

left around, tools not put back properly, etc.

Take a look here in the cafeteria for a moment.

Go ahead, take a look around.

Look closely . . . do you see

something someone can slip on

that isn't supposed to be

there? Did someone fail to pick up

after themselves? The

same thing applies to the entire facility.

So as you go out to your area today,

take a look around your machine.

Ensure there isn't a trip

or slip hazard. If there is . . . take care of it. It's important we all do our part to ensure we have a safe and clean working environment.