

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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PALLET SAFETY

We utilize pallets in this facility each and everyday. From shipping product out the door to moving items internally . . . pallets are part of our daily life. However, over the past couple weeks we've had several near misses involving pallets and it might be time to review a few safety tips when working with pallets.

- When handling wood pallets, always use cut resistant gloves. This helps to prevent cuts and slivers.

- Look at a wood pallet before you pick it up to ensure there are no nails sticking out. Rusty nails that are typically found in wood pallets can puncture the skin causing Tetanus which can be fatal.

- Never walk over a wood pallet as there may be nails sticking up out of it. Additionally, you never know what shape a single

deckboard may be in as you put your weight on it.

- When handling plastic pallets, be sure to have good posture. They are close to 100 lbs each and proper posture during moving them can prevent strains and pulls.

- Never stand a pallet up on its side. Always lay pallets flat on the ground as intended. A falling pallet, especially the plastic pallets can hurt someone walking or working by it.

- Because they are heavy and awkward to carry, move a pallet by standing on its edge and sliding it.

- Don't throw pallets because you can injure yourself and damage the pallet.- Don't manually stack pallets more than 7 or 8 high; use forklifts to make stacks higher.

- To properly stack pallets, slide the pallet to one side of the stack. Using proper lifting motion, slide the pallet up the side of the stack and

onto the top.

- Broken pallets should be taken to the recycle area where they won't get used. Each month we get near misses about slipping on pieces of wood from pallets that have broken off during use. If you see a piece of pallet on the floor, don't just kick it away, pick it up and throw it in a garbage can to prevent the next person from slipping on it