

## 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**

**Celyne Aubin**  
Health & Safety

caubin@labortek.com

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

## THE "DON'T'S" OF LIFTING

Today we are going to review the don'ts of lifting.

- Avoid heavy, manual jobs if you have had previous back injuries, are underweight or overweight, or have a special medical problem such as a weak heart or high blood pressure.
- Never lift more than you can easily handle.
- Never lift with a rounded back and straight legs.
- Avoid twisting your body when lifting or carrying.
- Move your feet

to change direction.

- Never lift from an unbalanced position. This means no lifting from one knee or reaching over another object to lift.

Never carry a load that blocks your view ahead.