

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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FIRST AID AWARENESS

When an accident happens, a first aid program that meets the requirements of the law and is tailored to the type and size of the workplace can literally make the difference between life and death, or between recovery and permanent disablement.

Supervisors should have information readily available that list emergency contacts in case of a serious injury. The emergency notice should state the phone numbers of the closest ambulance service, fire/rescue unit, police station, and hospital. The amount of time it takes to look up one of these important numbers can make a big difference to a seriously injured person. The location of first aid equipment and rescue equipment should also be posted prominently.

First aid equipment and supplies should be stored where they can be reached quickly and easily in case of an accident. These supplies

should be inspected frequently, making sure they are kept in sanitary and usable condition and restocked after use. Larger workplaces may need more than one, fully equipped first aid kit. In isolated work sites, emergency supplies and an action plan are especially important. If first aid is not given properly, it can sometimes hurt rather than help an injured or ill person, or even be harmful to the person giving the first aid. All workers should know where the emergency first aid equipment is located, and what medical professional or medical facility should be contacted if a medical emergency should occur. These are simple objectives to administer when providing First Aid to an injured person until professional help arrives.

Make sure you
and the victim
are not in any
danger.

Maintain individual
breathing

Maintain blood cir-

ulation

Prevent contin-
ued loss of
blood

Prevent or treat
for shock

Contact the near-
est Medical
Services as
soon as pos-
sible.

One of the handy tips for caring for a victim: *If the face is red, raise the head. If the face is pale, raise the tail.*