

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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THE "DOS" OF LIFTING

Is lifting part of your job routine? If so, then everyday you risk injury from strains, sprains, hernias, cuts, and bruises.

Let's review the dos of lifting.

- Before you begin, know the right way to do the job.
- Check with your supervisor or co-worker if you have any questions about moving a load.
- Always size up the load.
- Get help for

heavy or bulky objects. Inspect your path of travel.

- Be aware of stairs and tripping or slipping hazards.
- Choose the safest route.
- Be sure of a safe, firm grip.
- Check for sharp edges.
- If the load is wet or slippery, wipe it off.
- Lift with your legs, not your back.
- Squat down close to the load; keep your back straight; lift slowly with leg power.

Use material handling equipment whenever possible. When properly used it can save a lot of manual effort..