

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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SLIPS, TRIPS AND FALLS - PAY ATTENTION

Slips, trips and falls is the number 1 reason for an industrial injury in the United States.

Thousands of disabling injuries—and even deaths—occur each year as a result of slips, trips, and falls:

- From heights, on stairs, and on level ground
- At work and at home

Pay Attention to Your Movements and Surroundings

- Focus on where you're going, what you're doing, and what lies ahead.
- Expect the unexpected.
- Take responsibility for fixing, removing, or avoiding hazards in your path.
- Wear sturdy shoes with nonskid soles and flat heels.
- Avoid baggy or loose pants you could trip over.
- Walk, don't run.
- Wipe your feet when you come in from rain or snow.
- Report or replace any burned out lights or inadequate lighting.
- Watch out for floors that are uneven, have holes, etc.
- Keep your hands at your sides, not in your pockets, for balance.
- Don't carry loads you can't see over.
- Walk slowly on slippery surfaces. —Slide your feet and avoid sharp

turns.

- Sit in chairs with all four chair legs on the floor.
 - Make sure all wheels or casters are on the floor.
- Be constantly alert for—and remove or go around—obstructions in your path..