

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

STEP LADDER

Explain dangers

A stepladder is one of the most familiar things on a jobsite. Still, workers get hurt using them. Falls are the biggest risk. Even though workers are not very high off the ground, some have died from falling a short distance and landing the wrong way. Even a sprain or strain could mean pain, delays, and time off work.

Identify controls

Here's how to use a stepladder the correct way.

- Check the ladder for defects or damage:
- at the start of your shift
- after it has been used somewhere else by other workers
- after it has been left in one place for a long time.
- Keep the area at the base of the ladder clear.
- Make sure the spreader arms lock securely in the open position.
- Stand no higher than the second step from the top.
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- Never straddle the space between a stepladder and another point.
- When standing on the ladder, avoid leaning forward, backward, or to either side.
- Always open the ladder fully before using it.
- Don't use an unopened stepladder as a straight or extension ladder. The feet are not designed for this use.
- Never stand on the top step, the top, or the pail shelf of a stepladder.
- When climbing up or down a stepladder, always face the ladder and maintain 3-point contact. That means two hands and one foot or two feet and one hand must be on the ladder at all times.
- Unless suitable barricades have been erected, do not set up stepladders in passageways, doorways, driveways, or other locations where they can be struck or displaced by

Demonstrate

Use a stepladder to demonstrate the controls to your crew as you talk. Make sure it meets the requirements of a Grade 1, Grade 1A, or Grade 1AA ladder according to CSA Z11-12: Portable Ladders.

Inspect the stepladder in front of your crew.

