

## 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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## FALLING OBJECTS

In the past several weeks there have been several deaths and serious injuries around the country at various places of employment from objects falling on workers.

- In Lufkin, TX and employee was seriously injured when a 2,000 lb container fell on him
- In Bexar County, TX and employee was killed when a crate fell from a forklift.
- In Streetsboro, OH an employee's arm was crushed when a large piece of steel fell on his arm.
- In Canada a worker who was unloading fish from the hold of a boat

was severely hurt when a frozen cod fell on his head.

- In Vineland, NJ a worker was severely injured when he was hit in the head with boxes of frozen food that came off a pallet.

Each of these stories from the news shows us dramatically the danger in falling objects at work. As you head out to work today, look around the facility for falling object hazards.

- Are pallets stacked appropriately?
- Are there any stacked loads leaning ready to topple over.?
- Are pallets in racks secure?
- Are the racking systems in good shape?
- Are there objects on the mezzanine that

could fall off?

- Are you walking under a lift?
- Are you near a hoisted object?
- Are there tools unsecured and laying on elevated platforms?

Take a moment and look for these types of hazards and correct them before you or a coworker gets hurt.