

## 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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## CAUGHT IN/ON/BETWEEN

Each year, workers suffer approximately 125,000 caught or crushed injuries that occur when body parts get caught between two objects or entangled with machinery. These hazards are also referred to as "pinch points". The physical forces applied to a body part caught in a pinch point can vary and cause injuries ranging from bruises, cuts, amputated body parts, and even death. Here is some training to learn about the caught/crush hazards and pinch points specific to your tasks, tools, and equipment so you can take precautions.

Dress appropriately for work with pants and sleeves that are not too long or too loose. Shirts should be fitted or tucked in. Do not wear any kind of jewelry. Tie back long hair and tuck braids and ponytails behind you or into your clothing. Wear the appropriate, well-fitting gloves for your job.

Look for possible pinch points before you start a task. Take the time to plan out your actions and decide on the necessary steps to work safely. Give your work your full attention. Don't joke around, daydream, or try to multi-task on the job-most accidents occur when workers are distracted. Read and follow warning signs posted on equipment. If you value all that your hands can do, THINK before you put them in a hazardous spot.

Machinery can pose a hazard with moving parts, conveyors, rollers and rotating shafts. Never reach into a moving machine. Properly maintain and always use the machine and tool guards provided with your equipment; they act as a barrier between the moving parts and your body. Don't reach around, under or through a guard and always report missing or broken barriers to your supervisor. Turn equipment off and use lockout/tagout procedures before adjusting, clearing a jam, repairing, or servicing a machine.

Vehicles, powered doors, and forklifts can pose a crush hazard unless they have been blocked or tagged out. Never place your body under or between powered equipment unless it is de-energized. Doors, file drawers, and heavy crates can pinch fingers and toes. Take care where you place your fingers. Test the weight before lifting, carrying, and placing boxes; an awkward or heavy load can slip and pinch your hands or feet. Get help or use tools to move large and/or heavy items. If you have ever slammed your finger in a door, you can appreciate the pain associated with this common type of caught/crush injury. Take the time to learn about the caught/crush hazards in your workplace so you don't learn about the consequences first hand.