

## 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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## CELL PHONES ON SITE

Cell phones can be a great convenience and a great tool . . . however their use at inappropriate times and inappropriate places can certainly be risky.

In British Columbia Canada a new road was being preloaded with sand and gravel. An engineer walked across a dump truck staging area next to the road while talking on his cell phone. A spotter was using hand signals to direct a loaded dump truck backwards along the staging area. The truck driver was maintaining visual contact with the spotter in his side-view mirror. The dump truck's backup alarm was working normally. Two or

three similar backup alarms were also sounding from other nearby mobile equipment.

The spotter turned away from the dump truck for about 10 seconds to check for other vehicles. He continued to motion the dump truck to reverse, without maintaining visual contact with it. During this 10-second interval, the engineer stepped onto the staging area between the spotter and the reversing dump truck. Still talking on the cell phone, he stopped directly behind the reversing vehicle with his back to it. The driver could not see the engineer and continued to reverse as directed by the spotter. The spotter did not see the engineer.

The engineer was unaware that the dump truck was approaching. One of the dump truck's rear tires snagged the back of the engineer's leg, pulling him under the truck. He died from his injuries.

This is one of the reasons we don't allow cell phone use out in the production areas when working on the equipment. It only takes a second or two for distractions to take a fatal turn.

The National Safety Council has gotten behind a complete ban on all cell phone use while driving. Cleveland, Ohio recently banned texting while driving with fines up to \$500 for third-time offenders.