

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

HEAT STRESS

Explain dangers When your body loses too much sweat through heavy labour or working under hot, humid conditions, you can become dehydrated. If your body doesn't have enough water to cool itself down, your temperature can rise above 38°C. That's when you can get a heat-related illness such as

- Heat rash (plugged sweat glands)
- Heat cramps (salt loss from sweating)
- Heat exhaustion
- Heat stroke.

Let's take a look at two serious heat illnesses:

1. Heat exhaustion
2. Heat stroke.

HEAT EXHAUSTION is when your body cannot keep blood flowing both to vital organs and to the skin for cooling. Symptoms

- Weakness, feeling faint
- Headache
- Breathlessness
- Nausea or vomiting
- Difficulty continuing work.

Treatment

Get medical aid and cool down (move to a shaded area, loosen clothing, and drink cool water). It takes 30 minutes at least to cool the body down from heat exhaustion. If it's not treated quickly, it can lead to heat stroke.

HEAT STROKE is a serious medical emergency. You can die from it. Your body has used up all its water and salt

and cannot cool itself. Your temperature rises to dangerous levels.

Symptoms

- Confusion and irrational behaviour
- Convulsions or loss of consciousness
- Lack of sweating—hot, dry skin
- High body temperature—40°C or more.

Treatment

If a co-worker shows symptoms of heat stroke, you should act fast.

- Call the local emergency number or get the worker to a hospital.
- Take steps to cool the worker down (e.g., put them in a tub of cool water or give them a cool shower, spray them with a hose, or wrap them in a cool, wet sheet and fan rapidly).
- If the worker is unconscious, don't give them anything to drink.

Identify controls

- When temperatures start to increase in the spring, your body needs to become used to working in the heat. Don't overdo it too fast. Even after a holiday or long weekend, you may need to get used to the heat again.
- Wear light, loose clothing and use PPE that allows sweat to evaporate. Light-coloured garments absorb less heat from the sun.
- Drink at least 1 cup (250 ml) of water every half

hour. Don't wait until you're thirsty.

- Avoid coffee, tea, beer, or carbonated soft drinks that can make you go to the bathroom.
- Avoid eating hot, heavy meals that can increase your body temperature.
- Try to do any heavy, physical work early in the day before it gets too hot.
- Be alert to any symptoms of heat stress in yourself and your co-workers.
- Remember that your physical condition can reduce your ability to deal with the heat. Age, weight, fitness level, health conditions (e.g., heart disease or high blood pressure), recent illness, or medications can all affect your ability to withstand high temperatures.

Demonstrate

Show your crew the location of any cooling stations, water fountains, or shaded break areas on the site. If your company has a heat stress policy, review it with them.