

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

WARM UP/STRETCHING EXERCISES

Explain dangers

Getting ready for the job means more than lining up tools and material. We should get our muscles ready too. Exercising before work can help prevent back, neck, and shoulder injuries.

Identify controls

Warm up first.

Muscles that are warm and loose are less likely to tear than cold, tight ones.

March in place

Stand in position. Pump your arms and legs in opposite directions. Make sure that your heels touch the ground. Continue 3 to 5 minutes.

Arm circles

Stand with arms raised horizontally and slightly in front of shoulders, palms down, and feet shoulder-width apart. Rotate arms in a forward circular motion for 15 seconds. Relax. Repeat 3 to 5 times.

CAUTION: Participation must be voluntary. If workers have any doubts about their ability to do the exercises safely or if they

feel any pain, they should stop immediately.

Stretching exercises

should be performed in a slow, controlled manner and held in a sustained stretch for 20 to 30 seconds. Avoid bouncy, jerky movements. Stretch only to a comfortable position.

Knee to chest stretch

Support yourself with one hand. With your free hand, pull your knee toward your chest and hold it for 30 seconds. Repeat with the other leg. Repeat 3 times for each leg.

Hip stretch

Stand with one foot in front of the other. Place your hands just above the knee of your front leg. Gently bend your front knee. Keep your back foot flat on the floor. Hold 20 to 30 seconds. Repeat with other leg. Repeat 3 times for each leg.

Thigh stretch

Support yourself with one hand. With your free hand, bend your leg back and grasp your ankle. Gently pull your ankle towards your body. Keep your trunk straight. Hold 20 to 30 seconds. Then repeat with the

other leg. Repeat 3 times for each leg.

Calf stretch

Lean on a solid support with your outstretched hands. Bend one leg forward and extend the other leg straight behind you. Slowly move your hips forward. Keep the heel of your back leg on the ground. Hold 30 seconds, relax, and repeat with the other leg. Repeat 3 times for each leg.

Backward stretch

Stand up and bend backwards, holding for 2 to 4 seconds. Repeat 3 times. This will help relieve lower-back muscle tension. Do this stretch after working in a crouched, bent, or stooped position.

Demonstrate

Demonstrate each exercise to your crew while you talk. Ask them to do each exercise after you.