

IMPORTANT POINTS

As much as it's important for timecards 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 timecard 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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Explain dangers

The best tools we have are our hands. We need to protect them on the job.

Manual work exposes our hands to many different hazards, from cuts to chemicals, from pinching to crushing, and from blisters to burns.

Identify controls

Leather gloves provide good protection against sharp edges, splinters, and heat. Cotton or other materials don't stand up well. You should wear them only for light-duty jobs.

Wearing anti-vibration gloves when using power tools and equipment can help prevent hand-arm vibration syndrome (HAVS).

HAVS causes the following changes in fingers and hands:

- Circulation problems such as whitening or bluish discoloration, especially after exposure to cold

HAND PROTECTION/CHEMICALS

- Sensory problems such as numbness and tingling
- Musculoskeletal problems such as difficulty with fine motor movements—for instance, picking up small objects.

Workers who use vibrating tools such as jackhammers, grinders, riveters, and compactors on a daily basis may develop HAVS

Our hands also need protection against chemicals. Check the label to see whether a product must be handled with gloves and what types of gloves are required.

If that information isn't on the label, check the safety data sheet (SDS). An SDS must be available on site for any controlled products that are being used.

Using the right gloves for the job is important. For instance, rubber gloves are not good with solvents and degreasers. The gloves will dissolve on contact.

Demonstrate

Talk about the specific chemicals used on your jobsite and the type of gloves recommended for each. Use the SDS for reference or the Glove Selection Chart below

Glove Selection Chart

Chemical Name	Glove Selection
Acetone	Butyl Rubber
Cellosolve	PVA, PVC, Neoprene
Cellosolve Acetate	PVA, PVC
Cyclohexane	NBR, Viton
Hexane	Neoprene, NBR, PVA
Methyl Alcohol	Neoprene, Rubber, NBR
Methyl Chloroform	PVA, Viton
Methylene Chloride	PVA, Viton
Methyl Ethyl Ketone	Butyl Rubber
Methyl Isobutyl Ketone	Butyl Rubber, PVA
Mineral Spirits	Neoprene
Naphtha	NBR, PVA
Perchloroethylene	NBR, PVA, Viton
Stoddard Solvent	PVA, NBR, Rubber
Toluene	PVA, Viton
Turpentine	PVA, NBR
Trichloroethylene	PVA, Viton
1, 1, 1 Trichloroethane	PVA, Viton
1, 1, 2 Trichloroethane	PVA, Viton
Xylene	PVA, Viton

PVA - Polyvinyl Alcohol
 PVC - Polyvinyl Chloride
 NBR - Nitrile Butyl Rubber
 Viton - Dupont tradename product