

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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DUST

Explain dangers

Dust is found in many places on a jobsite and can be hazardous to your health. This hazard varies depending on the type of dust, the amount of dust inhaled, the size of particulate, and how well your lungs are able to remove the dust. Inhaling dust over many years can cause

- Fibrosis (hardening of the lungs, making it difficult to breathe)
- Cancer of the lungs, abdomen, and nose. Even inhaling dusts over a couple of days or months can cause
- Effects on the nervous system
- Allergic reactions such as hay fever or more serious reactions such as asthma. Examples of jobs that create dust include
- Cutting concrete, wood, or other materials
- Scoring/cutting tile
- Mixing mortar
- Pouring dry cement
- Grinding

- Knocking or bumping into dusty materials
- Loading, unloading, or transporting dusty materials.

Identify controls

- Prevent dusts from getting into the air by
 - spraying water on the workpiece before cutting, pouring material, etc.
 - spraying water on the ground before sweeping. If wet-sweeping is not possible, use a vacuum.
 - using a dust collector for tools or equipment if available.
- Consider different ways of doing the job that could reduce the amount of dust created. For instance, you could
 - use low-speed rather than high-speed grinders
 - order blocks in various sizes to minimize the need for cutting
 - use pre-mixed cement or mortar
 - shorten the distance that material is dropped or tossed when pouring or shoveling dusty materials
 - stand opposite to the direction of the dust cloud.
- Prevent dust accumulation by cleaning the work area frequently throughout the shift using a wet-sweeping method or a HEPA vacuum.
- Wash your hands before eating, drinking, or smoking and at the end of your shift.
- Ventilate the area when performing tasks that create dust. Also keep others away from the area when these tasks are being done.
- Use personal protective equipment when it is not possible to prevent dust from getting into the air. Consult the safety data sheet (SDS) for the product that is creating the dust. Demonstrate

Demonstrate

how to use dust collecting equipment on tools or machinery. Review company rules and procedures on respirators. Review the information in the SDS with your crew.