

## 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**

**Celyne Aubin**  
Health & Safety

caubin@labortek.com

Tel: 613-741 1128  
Fax: 613-741 1130

### Explain dangers

Every year, workers are killed and injured by backing vehicles and machinery. The main problem is blind spots around heavy equipment.

If you're in a blind spot and the operator doesn't know you're there, you could be struck by heavy equipment.

The hazards increase in congested areas where vehicles and heavy equipment are backing up all the time. Noise distracts people and dust makes it difficult to see and be seen.

### Identify controls

- Always make eye contact with the operator before approaching vehicles and equipment. Wave your hand to get their attention and wait for a wave back to ensure the operator has seen you.
- You can plan a drive-through site to limit the need for backing up. But on most projects, trucks and equip-

## BACKING VEHICLES

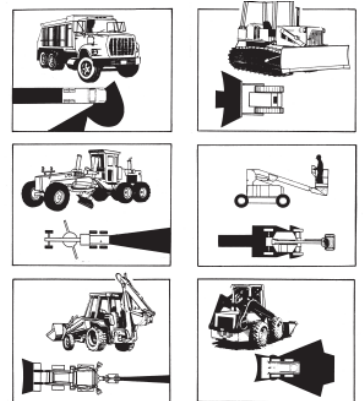
ment have to operate in reverse at some point. That's when a signaller is necessary.

- The signaller is another pair of eyes for the driver. If you're asked to work as a signaller, use traffic control hand signals and follow these tips:
- Wear high-visibility clothing as required
- Stand where the operator can see you at all times, and where you have a full view of the intended path of travel. But stay out of the vehicle's path.
- Make eye contact with the driver or operator before you signal or change position.
- Do not perform any other duties. Signaling requires your full concentration.

- Know driver and operator blind spots.

### Demonstrate

Hand out IHSA's Traffic Control Hand Signals Card (V006). Show your crew where the blind spots are on a truck or piece of heavy equipment on site. Get them to see things from the operator's perspective.



Operator Blind Spots

